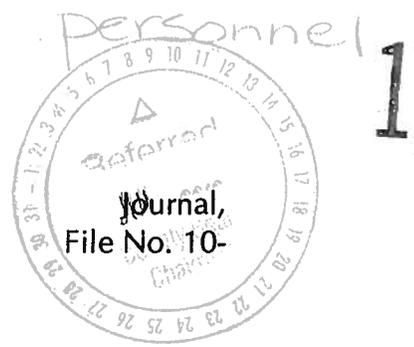


1 By Chairman Holloway
2

FILE NO. 10-280



JL 29 2010
refer march
referred to
Personnel
motion
9-0

A RESOLUTION / ORDINANCE

Amending Chapter 17 of the Milwaukee County Code of General Ordinances to require all employees hired on or after October 1, 2010 in the unclassified service to establish and maintain residency within Milwaukee County.

WHEREAS, under State law, Milwaukee County employees in the classified service are subject to the Civil Service Rules of Milwaukee County as established by the Civil Service Commission; and

WHEREAS, Milwaukee County Civil Service Rules and Procedures, Rule II, Section 2 requires "domicile and principal place of residence within the geographic limits of Milwaukee County" during employment, except for positions in classifications which the civil service commission determines "essential to effective functioning of county operations and which, on the basis of classification, vacancy, experience and difficulty in recruitment cannot be filled with qualified personnel without waiving the restriction"; and

WHEREAS, in July 2002, the County Board adopted a policy requiring members of the County Executive's personal staff, County Board staff, and positions in the County Executive's cabinet (as defined in Wis. Stats. 59.17(2)(bm)) to reside in Milwaukee County within six months of appointment and/or confirmation, and maintain such residency during employment with the county (Res. File No. 02-394); and

WHEREAS, because the rules of the Civil Service Commission only apply to positions in the classified service (as defined in Wis. Stats. Chapter 63), employees in the unclassified service (other than the positions specified in File No. 02-394) are not required to be a resident of the county; and

WHEREAS, Wis. Stats. 63.03(2) and 63.03(3)(b) specify a list of positions that must be in the unclassified service, including elected officials, administrative secretaries, board and commission members, and any position of "department head, deputy department head, associate department head or immediate assistant department head" in pay range 30 or above

WHEREAS, although it may be necessary periodically for the recruitment of certain limited positions, in general, permitting County employees to reside outside the County limits:

- Denies an employment opportunity for a County resident
- Removes that wage base from the Milwaukee County economy

35
36

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: July 6, 2010

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: A RESOLUTION / ORDINANCE

Amending Chapter 17 of the Milwaukee County Code of General Ordinances to require all employees hired on or after August 1, 2010 in the unclassified service to establish and maintain residency within Milwaukee County.

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

Adoption of this resolution / ordinance will create a residency requirement for Milwaukee County employees in the unclassified service. No fiscal impact on the 2010 Adopted Operating Budget is anticipated.

Department/Prepared By County Board / Ceschin

Authorized Signature

Dick Ceschin

Did DAS-Fiscal Staff Review? Yes No

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

**COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION**

Date: September 13, 2010
To: Supervisor Patricia Jursik, Chair, Committee on Personnel
From: Gregory L. Gracz, Director of Labor Relations
RE: Informational Report for September 24, 2010 Personnel Committee Meeting

Attached is an informational report listing all collateral agreements that have been signed and implemented from January 1, 2010 through August 31, 2010.

The collateral agreement report is provided in accordance with the provisions of Chapter 80.04 of the General Ordinances of Milwaukee County and may be included on the agenda of the September 24, 2010 Personnel Committee Meeting for informational purposes only.

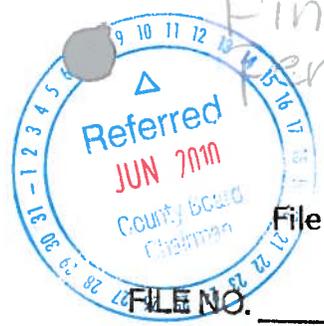
cc: Cynthia Archer, Director, Dept. of Administrative Services
Richard Ceschin, County Board Staff
Jodi Mapp, Personnel Committee Clerk

Collateral Agreements Report
Personnel Committee Meeting
September 24, 2010

In accordance with the provisions of 80.04 of the County General Ordinances, and their respective labor agreements, the Director of Labor Relations is reporting the following collateral agreements.

Signed	Union	County Department	Subject	Details
01/18/10	Milwaukee District Council 48 AFSCME-Local 170	Behavioral Health Division	Flextime overtime waiver	Lovina Amaihe, C.N.A., agrees to waive overtime in excess of 8 hours in a day, but not over 40 hours in a week. For flextime schedule during school semester.
01/18/10	Milwaukee District Council 48 AFSCME-Local 170	Behavioral Health Division	Flextime overtime waiver	Lawanda Calhoun, LPN, agrees to waive OT in excess of 8 hrs./day, but not over 40 hrs./wk. For flextime schedule during school semester.
01/25/10	Milwaukee District Council 48 AFSCME-Local 1654	Child Support Enforcement	Waiver of compensatory time for overtime	Waiver of compensatory time for overtime--cash payment only, from grant beginning 1/23/10 through 9/30/10. Non precedent setting.
01/25/10	Association of Milwaukee County Attorneys	Child Support Enforcement	Waiver of compensatory time for overtime	Waiver of compensatory time for overtime--cash payment only, from grant beginning 1/23/10 through 9/30/10. Non precedent setting.
02/05/10	Milwaukee District Council 48 AFSCME-Local 645	Child Support Enforcement	Waiver of compensatory time for overtime	Waiver of compensatory time for overtime--cash payment only, from grant beginning 1/23/10 through 9/30/10. Non precedent setting.
02/15/10	Federation of Nurses & Health Profs.	Behavioral Health Division & County Correctional Facilities-Central & South	Reduce minor holidays in exchange for furlough days	To accommodate 2010 budget reductions, Union will reduce minor holidays up to 32 hours to prevent the scheduling of 4 assigned furlough days and 8 floating furlough days of 8 hours each.
04/13/10	Milwaukee District Council 48 AFSCME-Local 1654	Child Support Enforcement	Temporary help waiver	CSE will hire 2 temp help personnel to assist 2 union members in file room with lifting restrictions, and 10 temp help staff to assist with purging and indexing files and records. CSE will fill 2 vacant file room positions from layoff list of employees w/o lifting restrictions. Sunsets on May 28, 2010 at 12:01 a.m.
04/16/10	International Association of Machinists & Aerospace Workers-District 10	Department of Transportation and Public Works-Facilities	Lock call-in policy	A lock call-in will go to the Machinists' Union. If the call is deemed electrical by the Machinist, the Machinist will forgo call-in pay and receive compensation only for actual time spent on the call.
05/26/10	Milwaukee District Council 48 AFSCME-Local 1654	Child Support Enforcement	Temporary help waiver	CSE will hire 2 temp help personnel to assist 2 union members in file room with lifting restrictions, and 10 temp help staff to assist with purging and indexing files and records. CSE will fill 2 vacant file room positions from layoff list of employees w/o lifting restrictions. Sunsets on Oct. 1, 2010 at 12:01 a.m.
06/11/10	Milwaukee District Council 48 AFSCME-Local 170	Behavioral Health Division	Transfer while on probation	Intra-departmental transfers will be allowed during probationary period for Nursing Dept. to fill job openings and newly created positions with Part-time & Pool staff. Sunsets Dec. 31, 2012.

Finance
Personnel



Journal,
File No. 10-

10-236

JUN 24 2010

Adopted
19-0

1 By Supervisor Jursik

A RESOLUTION

3
4 Amending Chapters 79 and 80 of the Milwaukee County Code of General
5 Ordinances to clarify the negotiation, review and approval process for collateral
6 agreements with collective bargaining units.

7
8 WHEREAS, Chapters 79 and 80 of the Milwaukee County Code of General
9 Ordinances respectively outline the duties of the Director of Labor Relations and
10 the procedures for the conduct of employment relations negotiations; and

11 WHEREAS, Section 80.03 and Section 79.02 specifically empower the
12 Committee on Personnel to adopt the policies, rules and procedures of negotiating
13 with collective bargaining units; and

14 WHEREAS, the collective bargaining agreements between Milwaukee
15 County and its eight collective bargaining units are subject to ratification by both
16 the union membership and the County Board of Supervisors and the County
17 Executive; and

18 WHEREAS, during the contract term, the County and a collective
19 bargaining unit may have cause to negotiate a collateral agreement to the existing
20 contract to address an exigent situation; and

21 WHEREAS, with respect to collateral agreements, the various collective
22 bargaining units have language in their agreements with Milwaukee County
23 similar to that in the AFSCME District Council 48 contract, which "provides a
24 method regarding the manner and extent of Union participation in resolving
25 problems of an emergency nature which do not come under the provisions of the
26 grievance procedure"; and

27 WHEREAS, even though collateral agreements are permitted under the
28 terms of the collective bargaining agreements, such agreements have not been
29 subject to review by the Committee on Personnel, the Committee on Finance and
30 Audit, or the full County Board; and

31 WHEREAS, while it is appropriate for the Director of Labor Relations to
32 have the ability to negotiate a collateral agreement in the best interest of
33 Milwaukee County, and to have the authority to enter into a collateral agreement
34 to prevent a grievance or address an emergency situation, the policymakers who
35 are empowered to direct negotiations and ratify agreements must be afforded the
36 opportunity to properly review all proposed collateral agreements; and

37 WHEREAS, modifications to Chapters 79 and 80 of the Milwaukee County
38 Code of General Ordinances are necessary to clarify the negotiation, review and
39 approval process for collateral agreements with collective bargaining units; now
40 therefore,

41 BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby
42 amends Sections 79.02 and 80.04 of the Milwaukee County Code of General
43 Ordinances by adopting the following,

44 **AN ORDINANCE**

45 The County Board of Supervisors of the County of Milwaukee does ordain as
46 follows:

47 **SECTION 1.** Section 79.02 of the General Ordinances of Milwaukee County is
48 amended as follows:

49 79.02. Responsibilities of the director.

50 The director of labor relations shall be responsible for:

51 (1) The negotiation of all collective bargaining agreements with certified
52 bargaining representatives of the employees of the county conducted
53 along policy lines established by the committee on personnel pursuant to
54 Chapter 80. The director of labor relations shall not agree, on behalf of
55 the county, to any terms or provisions of a negotiated contract without
56 prior direction and approval from the committee. Prior to drafting any
57 tentative contract, the director of labor relations shall provide the director
58 of human resources and the director of employee benefits with a copy of
59 the terms of the proposed agreement for review relative to administration
60 of said proposal and shall provide the director of administrative services,
61 fiscal and budget administrator and controller with a copy of the terms of
62 the proposed agreement for preparation of a fiscal note relative to the
63 proposed agreement. Such fiscal note shall include, at minimum, all
64 assumptions used in developing the fiscal note including actuarial
65 assumptions where appropriate, calculations, estimates, one-time costs
66 and savings, ongoing costs and savings, annual incremental costs as well
67 as cumulative costs and shall otherwise be prepared in accordance with
68 established fiscal note policies and procedures. Subsequent to
69 preparation of the fiscal note - and prior to the drafting of the tentative
70 contract - a copy of the fiscal note shall be provided to the director of
71 audits and county board staff for review.

72 (2) The administration of all collective agreements during their term. In order
73 to discharge this responsibility, the county executive, when necessary,

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shall direct compliance by operating department heads with the provisions of such agreements.

- (3) The establishment of labor relations training programs designed to improve the supervisory skills of supervisory employees in county service.
- (4) The conduct, on behalf of the county, of all proceedings ordered by the state employment relations commission, the U.S. Department of Labor, the state department of industry, labor and human relations or, as provided for by contract, relative to certification and decertification of bargaining representatives, bargaining unit structure, employee disputes and grievances, and all administrative and judicial proceedings including mediation, fact finding, and arbitration relating to the negotiation or administration of existing or prospective collective agreements.
- (5) The negotiation as necessary of collateral agreements to existing negotiated contracts consistent with the terms set forth in respective collective bargaining agreements. Any proposed collateral agreement is subject to the review and approval processes as set forth in Section 80.04.

SECTION 2. Section 80.04 of the General Ordinances of Milwaukee County is amended as follows:

80.04. Agreements.

- (1) The agreements reached at the conclusion of such collective bargaining, shall be reduced to writing by the committee on personnel and submitted in the form of a proposed ordinance or resolution to the committee on finance and audit, which shall consider the fiscal impacts of the proposed ordinance or resolution and forward it with a positive or negative recommendation to the county board for its approval or rejection. Prior to its consideration, the committee on finance and audit shall be provided with any and all relevant information prepared by Pension Board actuaries, human resources, labor relations and department of administration staff and other relevant individuals regarding the immediate and long-term fiscal impacts associated with each agreement.
- (2) A collateral agreement to an existing memorandum of agreement may be executed under the signature of the Director of Labor Relations if:

- 110 a) The collateral agreement is necessary to address an emergency
111 situation that poses an imminent threat to the health and/or
112 welfare of an employee or the public; or
- 113 b) The execution of the collateral agreement will prevent or resolve
114 an employee grievance, provided the agreement has a fiscal
115 impact within existing budget allocations as determined by the
116 Department of Administrative Services – Fiscal Affairs Division; or
- 117 c) The Director is so instructed in writing by the Committee on
118 Personnel.

119 All collateral agreements executed under this subsection shall be
120 reported to the Committee on Personnel on a quarterly basis.

121 (3) Any proposed collateral agreement that meets any of the following
122 conditions must be submitted for approval in the form of a resolution or
123 ordinance to the Committees on Finance and Audit and Personnel:

- 124 a) The proposed collateral agreement pertains to employees in two
125 or more County departments; or
- 126 b) The proposed collateral agreement would result in an expenditure
127 beyond existing departmental allocations.

128 (4) All proposed collateral agreements must be reviewed for fiscal effect by
129 Department of Administrative Services – Division of Fiscal Affairs prior
130 to execution or submission under subsections (2) and (3) above.

131 (5) All collateral agreements must expire with the expiration of the
132 respective collective bargaining agreement.

133 **SECTION 3.** The provisions of this Ordinance shall become effective upon passage
134 and publication.
135

136
137

RECEIVED

JUN 28 2010

COUNTY EXECUTIVE'S OFFICE

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: August 25, 2010
TO: Supervisor Patricia Jursik, Chairman, Personnel Committee
Candice Richards, Interim Director, Human Resources
FROM: Maria Ledger, Interim Executive Director, Department of Family Care
SUBJECT: Request to transfer a position from the Classified Service to Unclassified Service

Request

Resolution 88-757 requires departments to submit a request to transfer a position from the classified to the unclassified service to the Director of the Department of Human Resources and to the Personnel Committee for informational purposes before submitting the request to the Civil Service Commission. The request is to transfer the position of Executive Director 3-Director of Family Care, position number 80096000001, from the classified service to the unclassified service.

Background/Analysis

This Director position was created effective July 1, 2010, as per the signed Resolution, County Board File No. 10-203. Under State Law, the position is put into the classified service. Wisconsin State Statutes 63.03(3)(a) allow for the transfer from classified to unclassified service of department heads, deputy department heads, associate department heads or immediate assistant department heads. The Executive Director 3- Director of Family Care functions as the Department Director for the Department created in July per County Board File No. 10-203. The duties and responsibilities of the position are comparable to those of other unclassified department heads reporting to the County Executive. In addition, the pay range for the Director of Family Care position, 903E, is consistent with unclassified Department Director positions.

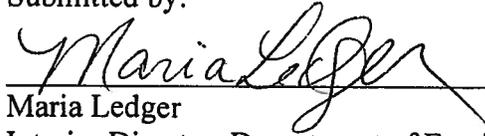
Recommendation

Based on the above, the Interim Director, Department of Family Care, intends to submit an item for the Civil Service Commission agent to transfer the position of Executive Director -3 Director of Family Care from the classified service to the unclassified service. Per County Board adopted policy, this item is presented to the Personnel Committee on an information basis. No action is required.

Fiscal Effect

This action will have no fiscal effect.

Submitted by:


Maria Ledger

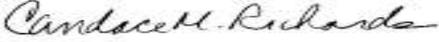
Interim Director, Department of Family Care

Cc: County Executive, Scott Walker
Chairman Lee Holloway, County Board of Supervisors
Thomas Nardelli, Chief of Staff, County Executive's Office
Cynthia Archer, Director, Department of Administrative Services
Terrence Cooley, Chief of Staff, County Board
Rick Ceschin, Senior Research Analyst, County Board
✓ Jodi Mapp, Committee Clerk

COUNTY OF MILWAUKEE
DAS - Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : September 14, 2010

To : Committee on Personnel

FROM : 
Candace M. Richards, Interim Director of Human Resources

SUBJECT : **Informational Report for 9/24/2010
Personnel Committee Meeting**

Attached are a series of informational reports listing various personnel transactions that the Director of Human Resources intends to approve for implementation.

These reports (*reclassifications, advancements within the pay range, reallocations, and revisions to ECP*) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the September 24, 2010 Personnel Committee Meeting for informational purposes.

In the event the Personnel Committee takes no action, the transactions noted on the reports will be implemented.

CMR:bdv

Copy: HR Managers

Personnel Committee Meeting Date: September 24 , 2010

Reclassification Report

In accordance with the provisions of 17.05 of the Milwaukee County General Ordinances, the Director of Human Resources intends to reclassify the position noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with this action.

Requestor	Org	Position	Current Classification (Title)	Current Pay range	Proposed Classification Title)	Proposed Pay range	Current Year Impact (Top Step)	Annual Year Impact	Reason
Sheriff*	4316	58690	Correctional Officer 1 Stationery Engineer	16Z	Power Plant Operator	20	\$6,101	\$22,661	Change in Duties
Sheriff **	4316	58690	Correctional Officer 1 Stationery Engineer	16Z	Power Plant Operator	20	\$1,383	\$5,137	Change in Duties
Sheriff	4316	58540	Correctional Officer Lieutenant Stationery Engineer	23CM	Power Plant Operator In Charge	27M	\$0	\$0	Retitle
Sheriff ***	4312	00045	Clerical Assistant 2	4P	Clerical Specialist Sheriff	5P	\$1,604	\$5,957	Change in Duties
Aging	7992	57980	Program Coordinator CMO Training	29M	Program Coordinator (Enrollment & Eligibility)	29M	\$0	\$0	Retitle
Sheriff	4002	78990	Administrative Assistant 3-Sheriff	912E	Office Coordinator (Sheriff)	30M	\$253	\$2,053	Change in Duties
Sheriff	4002	4200	Accountant 2	17	Sheriff Sales Coordinator	17	\$0	\$0	Retitle
County Board	1000	86505	Administrative Secretary 3-Committee Clerk	24M	Administrative Secretary Assistant Chief Committee Clerk	26M	\$187	\$693	Change in Duties
Total							\$9,528	\$36,501	

*Three vacant positions

**Three filled positions

***Four filled positions

Personnel Committee Date: September 24, 2010

ADVANCEMENT WITHIN THE PAY RANGE REPORT

In accordance with the provisions of 17.10 of the County General Ordinances, the Director of Human Resources intends to approve the advancement within the pay range for the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.

<u>REQUESTOR</u>	<u>DEPT ORG UNIT</u>	<u>TITLE CODE NO POS</u>	<u>CURRENT CLASSIFICATION</u>	<u>PAY RANGE</u>	<u>CURR YEAR</u>	<u>SUB YEAR</u>	<u>REASON</u>
------------------	------------------------------	----------------------------------	-------------------------------	------------------	----------------------	---------------------	---------------

Currently, there is no "Advancement Within the Pay Range" to report.

Personnel Committee Date: September 24, 2010

REALLOCATION REPORT

In accordance with the provisions of 17.055 of the County General Ordinances, the Director of Human Resources intends to reallocate the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions. Fiscal note only reflects costs of wages and social security.

<u>DEPT</u>	<u>DEPT</u> <u>ORG</u>	<u>TITLE</u> <u>CODE</u>	<u>AUTH</u> <u>POS</u>	<u>FILLED</u> <u>POS</u>	<u>CURRENT CLASSIFICATION</u>	<u>CURRENT</u> <u>PAY RANGE</u>	<u>RECOMMENDED</u> <u>PAY RANGE</u>	<u>CURR</u> <u>YEAR</u>	<u>SUB YEAR</u>	<u>MAX YEAR</u>	<u>REASON</u>
-------------	---------------------------	-----------------------------	---------------------------	-----------------------------	-------------------------------	------------------------------------	--	----------------------------	-----------------	-----------------	---------------

No Reallocations this Period

**REVISIONS TO ECP REPORT
Personnel Committee Meeting
September 24, 2010**

Currently, there are no "Revisions to ECP" to report.

COUNTY OF MILWAUKEE
DAS - Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : September 16, 2010

To : Committee on Personnel

FROM : Candace M. Richards, Interim Director of Human Resources
Candace M. Richards

SUBJECT : **Informational Reports 9/24/2010
For Personnel Committee Meeting**

Attached is an informational report listing ***appointments at an advanced step of the pay range***, which the Director of Human Resources intends to approve for implementation.

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances and may be included on the agenda of the September 24, 2010 Personnel Committee Meeting for informational purposes

In the event the Personnel Committee takes no action, the transactions noted on the reports will be implemented.

CMR:bdv

Attachment

**Appointments At An Advance Step Of The Pay Range
Personnel Committee Report**

September 24, 2010

REQUESTOR	ORG UNIT	PREVIOUS CLASSIFICATION	CURRENT CLASSIFICATION	PREVIOUS PAY GRADE	CURRENT PAY GRADE	SALARY RANGE ANNUALIZED	STEPS IN PR	APPT STEP	REQUESTED STEP AMOUNT	REQUESTED STEP AMOUNT ANNUALIZED	PREVIOUS SALARY	DIFFERENCE IN ANNUAL PAY	CURRENT YEAR FISCAL IMPACT	JUSTIFICATION
Sheriff	4040	No Previous Classification	LPN - Sheriff	N/A	16L	\$36,760.26 - \$43,944.58	8	8	\$21,127.2	\$43,944.5760	N/A	N/A	\$1,785.00	TRG/EXP*
Sheriff	4039	No Previous Classification	LPN - Sheriff	N/A	16L	\$36,760.26 - \$43,944.58	8	6	\$20,142.1	\$41,895.5680	N/A	N/A	\$1,276.00	TRG/EXP*
Sheriff	4000	No Previous Classification	Distribution Assistant	N/A	02P	\$26,074.26 - \$33,436.42	9	7	\$15,190.0	\$31,595.2000	N/A	N/A	\$1,372.00	TRG/EXP*
Sheriff	4039	No Previous Classification	LPN - Sheriff*	N/A	16L	\$36,760.26 - \$43,944.58	8	8	\$21,127.2	\$21,972.29^	N/A	N/A	\$892.00	TRG/EXP*
Sheriff	5040	Case Mgmt Specialist - Sheriff	Psychiatric Social Worker	19	24	\$47,572.30 - \$55,421.39	5	5	\$26,644.9	\$55,421.3920	\$46,471.60	\$8,949.79	\$1,950.00	Promotion
DTPW	5070	Asst Hwmy Mtee Supvr	Transportation & Hwmy Mtee Supvr	26M	30M	\$56,530.86 - \$67,516.18	5	4	\$31,093.5	\$64,674.4800	\$56,530.86	\$8,143.62	\$2,023.00	Promotion
BHD	6363	Clinic Psychologist III	Clinical Prog Director - Psychology	31	34M	\$67,516.18 - \$80,415.71	5	5	\$38,661.4	\$80,415.7120	\$75,342.80	\$5,072.91	\$3,205.00	Same Dept Promotion
Parks	9125	Park Mtee Worker II - I/C	Park Mtee Worker II - I/C	18Z	18Z	\$40,144.21 - \$44,817.76	5	3	\$20,313.2	\$42,251.4560	\$42,901.25	(\$649.79)	\$524.00	TRG/EXP*
Parks	9125	Park Unit Coordinator II	Deputy Regional Operations Manager	24M	27M	\$50,862.70 - \$59,044.96	5	4	\$27,178.3	\$56,519.6320	\$53,269.63	\$3,250.00	\$1,383.00	Transfer Promotion
BHD	6383	Staff Psychiatrist*	Medical Program Director - CATC*	44XM	45XM	\$149,293.66 - \$183,520.06	7	6	\$85,247.1	\$88,656.9840^	\$81,579.37^	\$7,077.61	\$6,961.00	Same Dept Promotion

*FISCAL IMPACT= (Step employee hired at - Step 1) * Pay Periods Remaining in Year * 1.0765

*TRG/EXP Denotes Training and Experience, ^Denotes person worked or works PT, (20) hours per week in previous position or current position.

In accordance with the provisions of 17.09(3) of the County General Ordinances, the Director of Human Resources must file an informational report with all County Board Supervisors relative to all new appointments at an advanced step of the pay range.

COUNTY OF MILWAUKEE
DAS - Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : September 14, 2010

To : Committee on Personnel



FROM : Candace M. Richards, Interim Director of Human Resources

SUBJECT : **Informational Reports 9/24/2010
For Personnel Committee Meeting**

Attached are a series of informational reports relative to ***dual employment, temporary appointment, and emergency appointment.*** Reports reflect updates through the end of pay period 1. Also included is an informational report relative to ***temporary assignments to a higher classification,*** which is updated through September 2, 2010.

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances.

CMR:bdv

Attachment

**Dual Employment Report
Personnel Committee Meeting
September 24, 2010**

Organizational Unit	Name	Current Classification	Current Pay Range	Dual Employment	Dual Employment Pay Range
Parks Department	Terrance Wycklendt	Process Server (HR)	16	Umpire	52
Parks Department	John Quinlan	Public Services Manager	26M	Umpire	52
Parks Department	Kevin Quinlan	Food Service Operator-Seasonal	9	Umpire	52
Parks Department	Andrew Spence	Park Worker 2 Seasonal	5109	Umpire	52

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
September 24, 2010**

<u>Dept</u>	<u>First Name</u>	<u>Last Name</u>	<u>Current Job Title</u>	<u>Pay Range</u>	<u>Start Date</u>	<u>Ext.</u>	<u>End Date</u>	<u>New Job Title</u>	<u>Pay Range</u>
CSE	Tarsha	Stallworth	Office Support Assistant 2	02P	9/7/2010		11/1/2010	Executive Assistant Child Support	06PM
DAS - DHR	Candace	Richards	Human Resources Mgr DHHS	916E	7/1/2010		9/28/2010	Exec Dir3 Dir Human Resources	903E
DAS - IMSD	Sean	Payne	Network Technical Specialist 4	28D	8/23/2010	*	10/22/2010	IT Manager - Server	35M
DAS - IMSD	Laurie	Panella	IT Director Business Development	902E	7/30/2010	*	10/28/2010	Ex Dir3-Chief Info Officer	903E
DAS - IMSD	Babu	Thomas	Network Technical Specialist	24D	9/7/2010	*	11/8/2010	IT Manager - Service Desk	35M
Dept on Aging	Carmen	Mills	Quality Imp Coordinator (CMO)	29	9/11/2010	*	12/10/2010	Program Coordinator (CMO Training)	29M
Dept on Aging	Cynthia	Mack	Human Service Worker (Aging)	16C	7/5/2010	*	10/2/2010	Unit Supervisor - LTS	26M
Dept on Aging-Family Care	Maria	Ledger	Assistant Director Aging -Lts	903E	7/7/2010		10/5/2010	Exec Director 3-Director of Family Care	903E
DHHS	Geri	Lyday	ExDir2-Divadmindelq Ctse	902E	6/28/2010		9/25/2010	Exdir3 Director of Human Services	903E
DHHS	Ara	Garcia	HR Coordinator	30m	7/1/2010		9/28/2010	HR Manager DHHS	916E
DHHS	Kimberly	Brooks	Administrative Assistant NR	06PM	8/2/2010		10/31/2010	Unit Supervisor - LTS	26M
DHHS/BHD-Info Desk	Jennifer	Savasta	Office Support Assistant 2	02P	7/11/2010		10/11/2010	Administrative Assistant NR	06PM
DHHS/BHD-Medical Rcrds	Mary	Dunn	Administrative Assistant NR	6PM	7/11/2010		10/11/2010	Medical Record Coordinator	23M
DHHS-Disabilities Serv	John	Chianelli	ExDir3-MH Administrator	903E	8/30/2010		11/26/2010	ExDir2-Comm Res Administrator	902E
DHHS-Disabilities Serv	Mark	Stein	ExDir2-Comm Res Administrator	902E	6/28/2010		9/25/2010	ExDir2-Dept Prog Director Commse	902E
District Attorney's Office	Cynitha	Little	Secretarial Assistant	04P	9/3/2010		10/17/2010	Senior Executive Assistant-DA	7PM
DTPW-Airport	Kevin	Doyne	Fire Fighter Equipment Operator	17B	7/8/2010	*	10/6/2010	Assistant Airport Fire Chief	27M
DTPW-Airport	Kenneth	Skowronski	Airport Maintenance Worker	15KZ	8/30/2010		11/1/2010	Assistant Airport Maint. Supervisor	23M
DTPW-Facilities Management	Domingo	Leguizamon	Veterans Services Officer	913E	8/30/2010		11/27/2010	Facilities Maintenance Coordinator	30M
DTPW-Facilities Management	Gary	Waszak	Facilities Maintenance Coordinator	30M	8/18/2010	*	10/15/2010	Executive Director (Facilities Management)	902E
DTPW-Highway	Scott	Schweitzer	Highway Maint. Worker III	21H	9/6/2010		11/5/2010	Assistant Highway Maint. Supervisor	26M
Parks	Jim	Cofta	Park Unit Coordinator	24M	8/8/2010		10/3/2010	Mechanical Services Manager	915E
Sheriff	Daniel	Hughes	Deputy Sheriff Lieutenant	30M	6/27/2010		9/24/2010	Sheriffs Deputy Captain	915E
Sheriff	Vernice	Strapp-Pitts	Executive Assistant - Child Support	6PM	9/20/2010	*	12/18/2010	Human Resources Coordinator-Sheriff	30M

*Pursuant to M.C.G.O. 17.085(1), (2), or (7), the TAHC has been extended by the Director of DHR. The County Board of Supervisors and the County Executive must approve the second extension to a *vacant unclassified* position through adoption of a Resolution.

**Temporary Appointment Report
Personnel Committee Meeting
September 24, 2010**

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
Department of the Sheriff	4041	D'Addario	Amy	56990	Psych Social Worker	F	A	80	8/22/2010	TA

Total Employees = 1

Grand Total of Employees: 1

Emergency Appointment Report
 Personnel Committee Meeting
 September 24, 2010

Requestor	Dept	Last Name	First Name	Title Description	Employee Class	Status	Emergency Appt Date	Pay Range
Sheriff's Office	4316	Williams	Robert	Correction Officer 1 Stationary Engineer	F	A	3/1/2010	16Z
Sheriff's Office	4316	Gallett	Brian	Correction Officer 1 Stationary Engineer	F	A	6/17/2010	16Z

Total Employees = 2

Disabilities Services	8469	Riley	Felice	Unit Supervisor-Long Term Support	F	A	7/1/2010	26M
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Total Employees = 1

Grand Total of Employees: 3



OFFICE OF THE COUNTY EXECUTIVE

7

Milwaukee County

SCOTT WALKER • COUNTY EXECUTIVE

DATE: August 27, 2010

FROM: Thomas G. Nardelli, Chief of Staff to the Milwaukee County Executive *TGN*

TO: Supervisor Patricia Jursik, Chair, Personnel Committee

SUBJECT: County Executive Vacancy Report **Updated**

Please discard the earlier version of the report dated August 23, 2010.

During the May meeting of the Personnel Committee, a question was raised regarding the status of County Executive appointments to vacant positions. A report was provided with testimony presented at your June meeting. I was asked to prepare a report for your September cycle. Here is that updated report as of this date.

Mr. Damon Dorsey has been nominated to be the next Director of Economic Development. Mr. Dorsey began his service today in an interim role, while his formal nomination was submitted to the County Board Chairman for consideration by your honorable body.

Ms. Maria Ledger was appointed as Interim Executive Director of Family Care for Milwaukee County. A permanent appointment is expected soon.

The DAS Director had selected a replacement to serve as Chief Information Officer, but a last minute personal family issue arose resulting in the withdrawal of the job offer. Ms. Laurie Panella will continue to oversee day-to-day operations while a permanent replacement is sought. The closing for filing applications was on August 23. The evaluation process now begins anew.

Ms. Candace Richards will continue to serve as Interim Director of Human Resources pending completion of the selection process for a permanent replacement. I prematurely shared a name in my earlier report, however no formal offer has yet been made, so to protect the individual's current employment status, I am asking that this report replace the earlier version dated August 23, 2010.

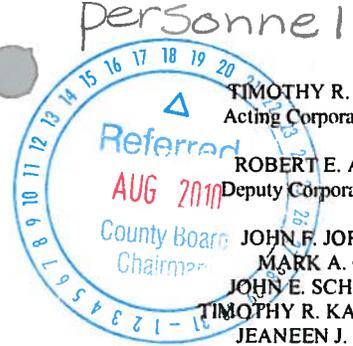
Ms. Geri Lyday was appointed the Interim Director of the Department of Health and Human Services effective June 28, 2010. Mr. Tim Schoewe, under current law assumed the role of Corporation Counsel with the departure of his predecessor, Bill Domina. We do not anticipate permanently filling either post at this time, but will review options later in the year. It has been difficult to find applicants to apply for some positions.

Cc: All Personnel Committee Members



OFFICE OF CORPORATION COUNSEL

Milwaukee County



- 8
TIMOTHY R. SCHOEWE
Acting Corporation Counsel
- ROBERT E. ANDREWS
Deputy Corporation Counsel
- JOHN F. JORGENSEN
- MARK A. GRADY
- JOHN E. SCHAPEKAHM
- TIMOTHY R. KARASKIEWICZ
- JEANEEN J. DEHRING
- ROY L. WILLIAMS
- COLLEEN A. FOLEY
- LEE R. JONES
- MOLLY J. ZILLIG
Principal Assistant
Corporation Counsel

DATE: August 17, 2010 FILE NO. 10-294

TO: Chairman Lee Holloway, County Board of Supervisors

FROM: Timothy R. Schoewe, Acting Corporation Counsel

SUBJECT: Request to enter into a contract with Buelow, Vetter, Buikema, Olson & Vliet, LLC f/k/a Davis & Kuelthau, S.C.

REQUEST

Please refer the above contract to the Personnel Committee for consideration and approval at its next regularly-scheduled meeting.

BACKGROUND

In 2001, Milwaukee County entered into an agreement with Davis & Kuelthau, S.C. for the purpose of providing expert legal services for Milwaukee County's arbitration cases. At the end of 2009, the labor and employment team split from Davis & Kuelthau and created their own boutique law firm of Buelow, Vetter, Buikema, Olson & Vliet, LLC, specializing in labor and employment law. The contract currently pending is for those services formerly provided by Davis & Kuelthau's labor and employment team, which is now the new law firm.

RECOMMENDATION

It is recommended that the Milwaukee County Board of Supervisors approve the contract with Buelow, Vetter, Buikema, Olson & Vliet, LLC, in the amount of \$50,000. Funds for this contract are available in the Department of Administrative Services' budget in the Litigation Reserve account.


 Timothy R. Schoewe
 Acting Corporation Counsel

PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT, made this ____ day of _____, 2010, by and between Timothy R. Schoewe, Acting Corporation Counsel, for Milwaukee County, hereinafter called "County", and Buelow, Vetter, Buikema, Olson & Vliet, LLC, hereinafter called "Contractor", having their offices at 20855 Watertown Road, Suite 200, Waukesha, WI 53186.

1. SCOPE OF DUTIES

Contractor will act and serve as Special Counsel representing Milwaukee County in the matter of the mediation and interest arbitration between Milwaukee County and the any union matters.

2. STAFFING

Contractor shall not replace any positions authorized by the County Board of Supervisors but will provide expert counsel and assistance temporarily to the County.

3. SUPPORT TO BE PROVIDED BY MILWAUKEE COUNTY

The County hereby agrees to make available any member of his staff for consultation and involvement in the above legal representation.

4. DATES OF PERFORMANCE

Contractor should begin work on March 1, 2010, and continue thereafter until their assignment is completed by action of the County. Contractor is free to accept other legal clients but cannot provide legal counsel services if such are incompatible with Milwaukee County's interests and objectives or give rise to a conflict of interest.

5. COMPENSATION

Contractor shall be compensated for work performed on an hourly basis at the scheduled per hour rates as indicated hereafter and shall only be provided within the budgetary authorization for the County enacted by the County Board. Utilization of the Westlaw computerized research system shall be billed at the rate per hour shown below, plus other disbursements or costs necessarily incurred after billing with all billings reviewed by the County and only approved by him.

Mark Vetter	\$250
Mark Olson	\$240
Other Shareholders	\$175 - 195
Associates	\$120 - 170
Paralegals	\$80 - 100

(Note: The above rates are subject to adjustment on an annual basis on July 1 of each year.)

The fees paid herein shall not exceed the sum of \$50,000. Any air travel or expert witness fees and expenses must be authorized by the County, in advance, and payment shall be made upon furnishing of proper billings.

Any authorization for the expenditure of fees in excess of \$50,000.00 must be approved by the County Board of Supervisors.

6. **BILLING**

Contractor shall provide the County with monthly billings, which shall include the following:

1. Name of individual attorney or paralegal performing the service;
2. Actual hours worked;
3. Task performed (e.g. research, conferences, etc.)
4. Hourly billing rate; and
5. Any out-of-pocket expenses as may be authorized by the Corporation Counsel, in advance.

7. **PROFESSIONAL ADVICE**

Contractor shall furnish the County oral or written reports on strategy and advice as requested by the County.

8. **OWNERSHIP OF DATA**

All reports, correspondence, data and other material provided, furnished or assembled by the Contractor shall be the exclusive property of the County.

9. **AUDIT AND INSPECTION OF RECORDS**

Contractor shall at all times permit the County to inspect and audit all data and records assembled by Contractor in performance of the Contractor's services.

10. **NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAMS**

In the performance of work under this Agreement, Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex or handicap. Contractor agrees to strive to implement the principles of equal employment opportunities through an effective Affirmative Action program. The program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment in all divisions of Contractor's work force, where these groups may have been previously under-utilized and under-represented. When a violation of the non-discrimination, equal opportunity or Affirmative Action provisions of this section has been determined by County, Contractor shall immediately be informed of the

violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.

11. **DISADVANTAGED BUSINESS ENTERPRISE**

The successful Contractor/service provider shall comply with CFR 49 Part 26 and Chapter 42 of the Milwaukee County Ordinances, which requires Good Faith Efforts (GFE) to achieve participation of Certified Disadvantaged Business Enterprise (DBE*) firms on all USDOT and Milwaukee County funded professional service contracts. In accordance with this Milwaukee County policy and US DOT requirements, the Contractor/service provider shall ensure that DBEs have an opportunity to participate in this project/contract.

Each prime Contractor/service provider shall utilize DBE firms to a minimum of 0 % DBE of the total contract. DBE participation requirement relative to contract award shall be based upon the approved Milwaukee County Commitment to Subcontract to DBE Firms (DBD-014PS form). Contractors/service providers receiving additional work on the contract in the form of change orders, addendum, etc. shall be expected to increase DBE participation proportionally.

*The term "DBE" means small business concerns known as a Disadvantaged Business Enterprise (DBE) firms owned at least 51% by socially and economically disadvantaged individuals, and certified by Milwaukee County under CFR49 Part 26.

12. **INDEMNITY & INSURANCE**

Contractor shall indemnify Milwaukee County for and hold it harmless from all liability claims and demands on account of personal injuries, property loss or damage of any kind whatsoever, including worker's compensation claims, which arise out of or are in any manner connected with the performance of the Agreement, based on injury or damage being caused by negligence or other fault of the Contractor, its subcontractors, if any, or the agents or employees of either. Contractor shall, at its own expense, investigate all claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such liability, damage, loss, claims, demands and actions.

13. **TERMINATION OF AGREEMENT**

County reserves the right to terminate this Agreement at any time by giving Contractor Thirty (30) days written notice of such termination. Upon termination date, the Contractor shall cease activities hereunder and shall be paid for all services through the date of termination. At such time, the Contractor shall turn over all work product to the County.

14. **INDEPENDENT CONTRACTOR**

Nothing contained in this Agreement shall constitute or be construed to create a partnership or joint venture between Milwaukee County or its successors or assigns and Contractor or its successors or assigns. In entering into this Agreement, and in acting in compliance herewith, Contractor is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.

15. **SUBCONTRACTS**

Assignment of any portion of the work by subcontract must have the prior written approval of County.

16. **ASSIGNMENT LIMITATION**

This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

17. **PROHIBITED PRACTICES**

- A. Contractor, during the period of this contract, shall not hire, retain or utilize for compensation any member, officer, or employee of Milwaukee County or any person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part, "No person may offer to give to any County officer or employee or his immediate family, may solicit or receive anything of value pursuant to an understanding that such officer's or employee's vote, official actions or judgment would be influenced thereby."

18. **ENTIRE AGREEMENT**

This Agreement constitutes the entire Agreement between the parties, is not subject to amendment by parol or course of dealing or practice, and may be amended only by a supplementary agreement or letter form change order subscribed by both signatories to this Agreement.

19. **NOTICES**

Notices to Milwaukee County provided for in this Agreement shall be sufficient if sent by mail, postage prepaid, addressed to: Timothy R. Schoewe, Acting Corporation Counsel, Milwaukee County Courthouse, 901 North 9th Street, Room 303, Milwaukee, WI 53233, and notices to Contractor shall be sufficient if sent by mail to Buelow, Vetter, Buikema, Olson & Vliet, LLC, 20855 Watertown Road, Suite 200, Waukesha, WI 53186, or to such other respective addresses as the parties may designate to each other in writing from time to time.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day, month, and year first above written.

Timothy R. Schewe 8-10-10
For MILWAUKEE COUNTY Date

Mark F. Vetter 5/18/10
For CONTRACTOR Date

Approved as to appropriate use
Of a professional service contract,
form, and independent contractor
Status by Corporation Counsel

Approved by County's
Risk Manager:

Timothy R. Schewe 8-10-10
By Corporation Counsel Date

Jan H. [Signature] 5/21/10
By Risk Manager Date

Approved with regards to Chapter 42
County General Ordinances:

[Signature] 7-29-2010
By DBD Director Date

A RESOLUTION

To authorize the Corporation Counsel to negotiate and enter into a contract with Buelow Vetter Buikema Olson & Vliet LLC to represent Milwaukee County in matters relating to mediation/arbitration involving Milwaukee County and Milwaukee County employee unions.

WHEREAS Milwaukee County has required and will continue to require the assistance of private counsel with specialized knowledge and experience in the area of labor and employment law to advise and represent Milwaukee County in matters relating to mediation/arbitration involving Milwaukee County and Milwaukee County employee unions, and

WHEREAS pursuant to resolutions adopted under County Board Files 05-144 and 05-518, Milwaukee County contracted with Davis & Kuelthau S.C. for that purpose and has benefited from the services Attorney Mark Vetter, formerly a member of that firm, and

WHEREAS in January, 2010, several attorneys from Davis & Kuelthau S.C., including Attorney Mark Vetter, left that firm and formed Buelow Vetter Buikema Olson & Vliet LLC, and

WHEREAS it would be advantageous to Milwaukee County to retain the services of Attorney Mark Vetter to provide advice and representation in matters relating to mediation/arbitration with Milwaukee County employee unions because of his extensive background and experience in those matters, and

WHEREAS there are sufficient funds in the litigation reserve account to pay for the legal services described in this resolution, now therefore

BE IT RESOLVED that the Corporation Counsel is authorized and directed to terminate Milwaukee County's contract with Davis & Kuelthau S.C. and to negotiate and execute a contract with Buelow Vetter Buikema Olson & Vliet LLC to advise and represent Milwaukee County in matters relating to mediation/arbitration with Milwaukee County employee unions, subject to the following conditions:

Payments under the contract shall not exceed \$50,000.

The contract shall provide for payment for the services of Attorney Mark Vetter at an hourly rate not to exceed \$250.00

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: May 13, 2010

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: A resolution to authorize the Corporation Counsel to negotiate and enter into a contract with Buelow Vetter Buikema Olson & Vliet LLC to represent Milwaukee County in matters relating to mediation/arbitration involving Milwaukee County and Milwaukee County employee union, for an amount not to exceed \$50,000.

FISCAL EFFECT:

- | | |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input checked="" type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget

<input type="checkbox"/> Decrease Operating Expenditures

<input type="checkbox"/> Increase Operating Revenues

<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures

<input type="checkbox"/> Decrease Capital Expenditures

<input type="checkbox"/> Increase Capital Revenues

<input type="checkbox"/> Decrease Capital Revenues

<input type="checkbox"/> Use of contingent funds |
|--|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	(not to exceed) \$50,000	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

If adopted, this resolution would authorize the Corporation Counsel to negotiate and enter into a contract with Buelow Vetter Buikema Olson & Vliet LLC to represent Milwaukee County in matters relating to mediation/arbitration involving Milwaukee County and Milwaukee County employee unions. Fees paid to Buelow Vetter Buikema Olson & Vliet LLC under that contract shall not exceed \$50,000. Funds to pay those fees are available in the litigation reserve account maintained by the Department of Administrative Services for use by the Corporation Counsel.

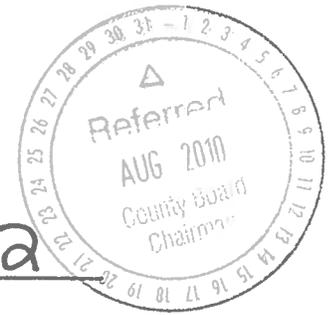
Department/Prepared By Corporation Counsel/John Jorgensen

Authorized Signature _____

Did DAS-Fiscal Staff Review? Yes No

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

County Of Milwaukee
Department of Family Care
Inter-Office Communication



FILE NO. 10-312

Date: August 27, 2010
To: Lee Holloway, Chairman County Board of Supervisors
From: Maria Ledger, Interim Director, Department of Family Care
Subject: Permission to Double Fill a position of Contract Manager (CMO)

Pursuant to Section 17.14(1) of the County General ordinances, I am requesting permission to double fill the position of Contract Manager (CMO), position no. 00012268000001, PR 35M in org. unit 7991 for approximately 12 weeks.

James Hennen, the current Contract Manager (CMO) plans to retire by the end of 2010. We are asking permission to double fill this position so that he can train his replacement prior to his retirement and ensure continuity of our operations as we continue expansion to serve the disabled population.

The Department of Family Care (DFC) currently maintains contracts with approximately 970 service providers. The provider network continues to expand to meet the needs of the clients. We anticipate the network to increase an additional 10% within the next 3 to 6 months. The Contract Manager position is critical to the overall success of the DFC Program as it manages DFC's vast provider network. The position is responsible to monitor the provider network and contracts; ensure sufficient network capacity, certify new provider applicants, collaborate with the Wisconsin Department of Health Services (DHS) in regard to contract changes to the DFC contract with DHS, oversee provider training, rate negotiation, and contract compliance.

My request is predicated upon a concern that with the DFC currently in the middle of Family Care Expansion. A void in leadership within the contract administration area will lead to work backlog and possible noncompliance with the complex regulations surrounding contract administration. This request would ensure this does not occur and continuity of our operations is not disrupted.

My department estimates the cost to double fill the Contract Manager for a 12-week period is approximately \$16,884 (\$15,684 salary and \$1,200 social security) assuming the Contract Manager (CMO) is hired at step 1 in Pay Range 35M, effective October 3, 2010. The Department of Family Care is currently operating at a surplus and can absorb this expenditure within our existing 2010 personnel budget.

Thank you for consideration of this request.

Respectfully Submitted,

Maria Ledger
Interim Executive Director, Department of Family Care

Cc: Patricia Jursik, Chairman, Personnel Committee
Candace Richards, Interim Director Human Resources
Mary Dutkiewicz, Human Resources Coordinator

1
2 From the Department of Family Care, requesting authorization to double fill the
3 position of Contract Manager for 12 weeks in late 2010.

4
5 **A RESOLUTION**
6

7 WHEREAS, the Department of Family Care has requested permission,
8 pursuant to Section 17.14(1) of the County General ordinances, to double fill
9 the position of Contract Manager (CMO), position no. 00012268000001, PR
10 35M in org. unit 7991 for approximately 12 weeks in late 2010; and
11

12 WHEREAS, James Hennen, the current Contract Manager (CMO) plans
13 to retire by the end of 2010; and
14

15 WHEREAS, the Department of Family Care (DFC) currently maintains
16 contracts with approximately 970 service providers. The provider network
17 continues to expand to meet the needs of the clients. The network is
18 anticipated to increase an additional 10% within the next 3 to 6 months; and
19

20 WHEREAS the Contract Manager position is critical to the overall
21 success of the DFC Program as it manages DFC's vast provider network. The
22 position is responsible to monitor the provider network and contracts; ensure
23 sufficient network capacity, certify new provider applicants, collaborate with
24 the Wisconsin Department of Health Services (DHS) in regard to contract
25 changes to the DFC contract with DHS, oversee provider training, rate
26 negotiation, and contract compliance; and
27

28 WHEREAS the Department of Family Care is currently in the middle of
29 Family Care Expansion a void in leadership within the contract administration
30 area will lead to work backlog and possible noncompliance with the complex
31 regulations surrounding contract administration. This request would ensure
32 this does not occur and continuity of our operations is not disrupted; and
33

34 WHEREAS, Hennen must train his replacement prior to his retirement to
35 ensure continuity of our operations as we continue expansion to serve the
36 disabled population; and
37

38 WHEREAS the Department of Family Care will absorb the cost within its
39 existing personnel budget the estimated cost of \$16,884 to double fill the
40 Contract Manager position for approximately 12 weeks in late 2010; and
41

42 WHEREAS, now therefore,
43

44 BE IT RESOLVED, that the Department of Family Care is hereby authorized,
45 pursuant to section 17.14(1) of the county general ordinances to double fill the

46 position of Contract Manager (CMO), position no. 00012268000001, PR 35M in
47 org. unit 7991 for approximately 12 weeks in late 2010.
48
49
50
51
52

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 8/27/10

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Double Filling a Position of Contract Manager in Department of Family Care

FISCAL EFFECT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input checked="" type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget

<input type="checkbox"/> Decrease Operating Expenditures

<input type="checkbox"/> Increase Operating Revenues

<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures

<input type="checkbox"/> Decrease Capital Expenditures

<input type="checkbox"/> Increase Capital Revenues

<input type="checkbox"/> Decrease Capital Revenues

<input type="checkbox"/> Use of contingent funds |
|---|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	16,884	
	Revenue		
	Net Cost	16,884	
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

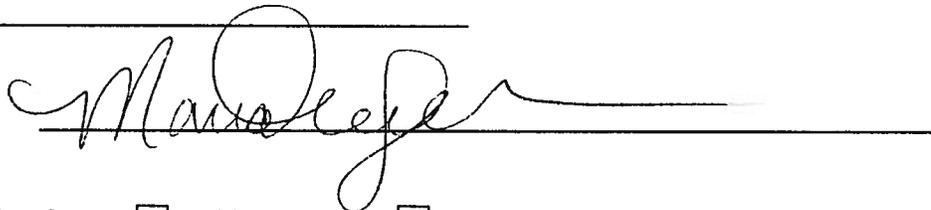
- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

The Department of Family Care's (DFC) Contract Manager is retiring in December 2010. To ensure continuity of its operations the DFC Interim Director requests to double fill this position for approximately 12 weeks in 2010. The position is critical to the overall success of the program as it manages a provider network with approximately 970 service providers. This position is responsible to monitor the provider network and contracts, ensure sufficient network capacity, certify new provider applicants, collaborate with the Wisconsin Department of Health Services (DHS) in regard to contract changes to the DFC contract with DHS, oversee provider training, rate negotiation and provider contract compliance. In addition, as the DFC continues through expansion to serve the wait list the provider network will be expanded during the 4th quarter.

Double filling the position for approximately 12 weeks will cost an estimated \$16,884 (\$15,684 Salary and \$1,200 Social Security), assuming the new Contract Manager is hired at Step 1, PayRange 35M in Low org 7991 beginning October 3, 2010.

Department/Prepared By Renny More, Fiscal Analyst

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : September 14, 2010

TO : Supervisor Patricia Jursik, Chairman, Personnel Committee

FROM : Candace M. Richards, Interim Director of Human Resources

SUBJECT: **Dual Filling of a Position – Contract Manager (CMO)**

REQUEST

The Interim Director, Department of Family Care, has requested authorization, in accordance with C.G.O. 17.14 (1), Payment for Full-Time Employment, to dual fill one position of Contract Manager (CMO), Job Code 00012268, pay range 35M. The request for to dual fill for a period of approximately 12 weeks during 2010 is to provide adequate time for training and ensure continuity of operations during Family Care expansion as the current incumbent plans to retire at year's end.

BACKGROUND

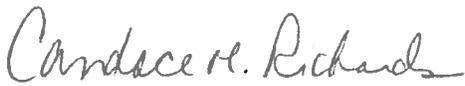
The Contract Manager CMO position manages DFC's network of 970 service providers which is anticipated to increase an additional 10% within the next 3 to 6 months. A void in leadership in the middle of Family Care expansion will lead to work backlogs and possible non-compliance with complex regulations involving contract administration.

RECOMMENDATION

It is recommended that the request to dual fill one position of Contract Manager (CMO), Job Code 00012268, pay range 35M, be approved to facilitate transition and continuity.

FISCAL IMPACT

The Department of Family Care is currently operating at a surplus and expects to absorb the expenditures of approximately \$16,884 (\$15,684 salary and \$1200 social security) within the Department's existing 2010 personnel budget.



Candace M. Richards

CMR:hmf

Cc: Rick Ceschin, Sr. Research Analyst, County Board
Cynthia Archer, Director of DAS
Jodi Mapp, Personnel Committee Clerk

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : September 14, 2010
TO : Supervisor Patricia Jursik, Chairman, Personnel Committee
FROM : Candace M. Richards, Interim Director of Human Resources
SUBJECT: **Dual Filling of a Position – Contract Manager (CMO)**

REQUEST

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BACKGROUND

The Contract Manager CMO position manages DFC's network of 970 service providers which is anticipated to increase an additional 10% within the next 3 to 6 months. A void in leadership in the middle of Family Care expansion will lead to work backlogs and possible non-compliance with complex regulations involving contract administration.

RECOMMENDATION

It is recommended that the request to dual fill one position of Contract Manager (CMO), Job Code 00012268, pay range 35M, be approved to facilitate transition and continuity.

FISCAL IMPACT

The Department of Family Care is currently operating at a surplus and expects to absorb the expenditures of approximately \$16,884 (\$15,684 salary and \$1200 social security) within the Department's existing 2010 personnel budget.



Candace M. Richards, Interim Director of HR

CMR:hmf

Cc: Rick Ceschin, Sr. Research Analyst, County Board
Cynthia Archer, Director of DAS
Jodi Mapp, Personnel Committee Clerk

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
Inter-office Communication

DATE : August 24, 2010

TO : Lee Holloway, Chairman, Milwaukee County Board of Supervisors

FROM : Candace Richards, Interim Director, Division of Human Resources

SUBJECT: **Proposed Resolution Regarding Extension of James Martin's
TAHC Assignment - IMSD**

Issue:

A request is being made to seek an extension of the Temporary Assignment To A Higher Classification (TAHC) for Mr. James Martin, currently serving in the position of IT Director-Governance, IMSD-DAS, until such time that an appointment is made to fill this position.

Background:

Mr. Martin has been serving in a TAHC for the position of IT Director-Governance since February 8, 2010. The TAHC has been extended once, per the approval of the Director of Human Resources. Mr. Martin is serving in a TAHC capacity to ensure the continuity of critical business operations within IMSD, while Ms. Laurie Panella continues to serve as the Interim Chief Information Officer.

Recommendation:

To ensure continuity of critical business operations within IMSD, I am respectfully requesting referral of the attached resolution and fiscal note to the Personnel Committee and the County Board for approval to extend Mr. James Martin's TAHC for a period ending on November 7, 2010, or the appointment of a qualified candidate for the position, whichever occurs first.



Candace Richards
Interim Director of Human Resources

CR:hf

Attachment

Cc: County Executive Scott Walker
Thomas Nardelli, Chief of Staff, County Executive's Office
Terry Cooley, Chief of Staff, County Board of Supervisors
Cynthia Archer, Director, DAS
Supervisor Patricia Jursik, Chairman, Personnel Committee
Rick Ceschin, Senior Research Analyst, County Board
Jodi Mapp, Committee Clerk

1
2
3
4 (ITEM *) From the Interim Director of Administrative Services – Human Resources,
5 recommending adoption of the following:
6

7 **A RESOLUTION**
8

9 WHEREAS, Temporary Assignment to a Higher Classification (TAHC) are
10 authorized for non-represented employees in C.G.O 17.085; and
11

12 WHEREAS, C.G.O 17.085 states that employees in the classified and unclassified
13 service may receive a temporary assignment to a vacant unclassified position for (90)
14 days or less with one (1) extension of ninety (90) days or less with the extension
15 provision pursuant to approval by the Human Resources Director; and
16

17 WHEREAS, C.G.O 17.085 states that any further extensions must be approved by
18 the County Board; and
19

20 WHEREAS, Mr. James Martin has been serving in the position of Interim IT
21 Director – Governance through a TAHC within the Information Management Services
22 Division (IMSD) since February 8, 2010; and
23

24 WHEREAS, Mr. Martin continues to serve through a TAHC as the Interim IT
25 Director – Governance while Ms. Laurie Panella is on a TAHC as the Interim Chief
26 Information Officer (CIO); and
27

28 WHEREAS, it is necessary to extend Mr. Martin's TAHC to ensure continuity of
29 critical business operations within IMSD;
30

31 now, therefore,
32

33 BE IT RESOLVED, that Mr. James Martin shall continue to serve through a TAHC as
34 the Interim IT Director – Governance under the direction of Ms. Laurie Panella, Interim
35 CIO.
36

37 **FISCAL NOTE:** Adoption of this resolution has no fiscal effect.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 8/17/10

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: REQUEST TAHC AUTHORIZATION FOR THE POSITION OF IT DIRECTOR - GOVERNANCE IN THE INFORMATION MANAGEMENT SERVICES DIVISION (IMSD)

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact
<input checked="" type="checkbox"/> Existing Staff Time Required
<input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget
<input type="checkbox"/> Decrease Operating Expenditures
<input type="checkbox"/> Increase Operating Revenues
<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures
<input type="checkbox"/> Decrease Capital Expenditures
<input type="checkbox"/> Increase Capital Revenues
<input type="checkbox"/> Decrease Capital Revenues
<input type="checkbox"/> Use of contingent funds |
|--|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
 - A. Approval of this resolution authorizes the existing TAHC for Mr. James Martin to continue serving as the Interim IT Director – Governance within the Information Management Services Division (IMSD).
 - B. The cost related to the proposed TAHC is \$3,572 for a 90 day period. That cost is absorbed into IMSD's budget and is offset by salary savings from vacant positions, including the funded and vacant position of IT Director – Governance. Therefore, the proposed TAHC has no direct fiscal impact.
 - C. No fiscal impacts are anticipated for current or the subsequent fiscal year. See above.
 - D. It is assumed that this position needs to be filled to ensure critical business continuity within the IMSD.

Department/Prepared By DAS - Fiscal Affairs, Davida Amenta

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
INTEROFFICE COMMUNICATION

DATE : September 20, 2010

TO : Supervisor Patricia Jursik, Chair, Personnel Committee

FROM : Candace Richards, Interim Director, DAS - Division of Human Resources
Prepared by: Sue Drummond & Candace Richards

SUBJECT: **Quarterly Report on Overtime Paid**

Issue

Milwaukee County Code Section 17.16 governs overtime compensation for non-represented employees. As amended in November of 2009, the Code states that non-represented employees that are exempt from the requirements of the Fair Labor Standards Act (FLSA), other than ECP employees, shall be compensated for overtime for all hours worked in excess of forty hours in a week on a straight time basis and may only liquidate accrued overtime as compensatory time off. Exceptions may be approved by the Director of Human Resources, allowing these employees to be paid for accrued overtime rather than receive compensatory time off.

The Code requires the Director of Human Resources to provide the Personnel Committee with quarterly reports of all overtime paid to non-represented employees that are FLSA exempt.

Background

The FLSA is the federal regulation regarding minimum wage and overtime compensation. Employees of public agencies are subject to the FLSA. Employees are presumed to be covered by the FLSA unless they meet certain specific conditions exempting them. The primary exemption that applies to County employees concerns executive, administrative, professional and some computer capacities.

In November of 2009, Milwaukee County amended Section 17.16(1)(b) of the County Code, which governs overtime compensation for non-represented employees, as follows:

- Non exempt employees: Employees holding positions which are non-exempt from the FLSA shall receive time and one-half for all hours worked over forty (40) hours per week.
- Exempt employees: Employees holding a position exempt from the FLSA who are not in an executive classification shall be compensated for overtime for all hours worked in excess of forty hours in a week on a straight time basis and may only liquidate accrued overtime as compensatory time off, unless approved by the Director of Human Resources.

In March of 2010, the County Board received a report from the Director of Human Resources presenting a consultant study of non-represented classifications. That study found that four classifications, which had been classified as exempt from the FLSA, should actually be classified as non-exempt. In the reverse, the consultant found 45 classifications that had been deemed non-exempt, which should instead be classified as exempt from the FLSA.

Overtime Paid to Non-Represented Employees

The following table summarizes overtime compensation to non-represented and FLSA exempt employees in the period February 2010 through August 2010.

Number of employees that accrued overtime	130
Total employees paid overtime	25
Hours of overtime accrued	5,309.6
Hours of overtime paid out	1,085.6
Total overtime paid out	\$56,503.90

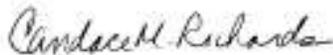
During this period, exemptions continued for the Behavioral Health Division for critical medical personnel, as well as an exemption to the Department of Child Support for overtime expenses related to a special project, that are fully offset by stimulus funding. These exemptions account for \$26,357.59 of the paid overtime during this period.

The remaining \$30,146.31 was paid to employees who had a pay policy, which resulted in payout of overtime rather than accrual as compensatory time off. There are two reasons for the payment of this overtime. During this period, employees continued to be paid for overtime rather than accrued due to the fact that their payroll policies were not changed as a result of the FLSA study. This has since been corrected. Those employees who were changed from FLSA non-exempt (allows payment) to FLSA exempt (accrual only), have since had their pay policies updated to reflect overtime accrual only, unless granted an exemption by the Director of Administrative Services.

Per a memo to departments from the Controller dated December 22, 2009, departments were to grant overtime only in cases of critical need. Central Payroll, with the assistance of Human Resources, will continue to monitor requests for overtime payment to ensure that the pay policy is consistent with the County Code.

Recommendation

This report is informational only.



Candace Richards
Interim Director of Human Resources

- cc: Tom Nardelli, County Executive Chief of Staff
- Cynthia Archer, DAS Director
- Jerry Heer, County Auditor
- Scott Manske, Controller
- Mary Ann Grimes, Corporation Counsel
- Rick Ceschin, Sr. Research Analyst, County Board
- Jodi Mapp, Committee Clerk

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: July 9, 2010

TO: Supervisor Patricia Jursik, Chair, Personnel Committee

FROM: Candace Richards, Interim Director, DAS - Division of Human Resources *Candace M. Richards*

SUBJECT: Quarterly Report on Overtime Paid to Non-Represented FLSA Exempt Employees

Issue

Milwaukee County Code Section 17.16 governs overtime compensation for non-represented employees. As amended in November of 2009, the Code states that non-represented employees that are exempt from the requirements of the Fair Labor Standards Act (FLSA), other than ECP employees, shall be compensated for overtime for all hours worked in excess of forty hours in a week on a straight time basis and may only liquidate accrued overtime as compensatory time off. Payout of accrued overtime may occur for FLSA exempt employees if approved by the Director of Human Resources.

The Code requires the Director of Human Resources to provide the Personnel committee with quarterly reports of all overtime paid to non-represented employees that are FLSA exempt.

Background

The FLSA is the federal regulation regarding minimum wage and overtime compensation. Employees of public agencies are subject to the FLSA. Employees are presumed to be covered by the FLSA unless they meet certain specific conditions exempting them. The primary exemption that applies to County employees concerns executive, administrative, professional and some computer capacities.

In November of 2009, Milwaukee County amended Section 17.16(1)(b) of the County Code which governs overtime compensation for non-represented employees, as follows:

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- Exempt employees: Employees holding a position exempt from the FLSA who are not in an executive classification shall be compensated for overtime for all hours worked in excess of forty hours in a week on a straight time basis and may only liquidate accrued overtime as compensatory time off unless approved by the Director of Human Resources.

In March of 2010, the Board received a report from the Director of Human Resources presenting a consultant study of non-represented classifications. That study found that four classifications which had been classified as exempt from the FLSA should actually be classified as non-exempt. In the reverse, the consultant found 45 classifications that had been deemed non-exempt that should instead be classified as exempt from the FLSA.

Overtime Paid to Non-Represented FLSA Exempt Employees

The following table summarizes overtime compensation to non-represented FLSA exempt employees in the period February through June of 2010.

Number of Employees that accrued overtime	131
Hours of overtime accrued	3,450
Hours of overtime paid out	914
Total overtime paid out	\$46,868

During this period, the Director of Human Resources approved exemptions to the Behavioral Health Division for critical medical personnel. An exemption was also given to the Department of Child Support for overtime expenses related to a special project that are fully offset by stimulus funding. These exemptions account for \$18,594 of the paid overtime during this period.

The remaining \$28,274 was paid to employees who had a pay policy, within the payroll system, which resulted in payout of overtime rather than accrual as compensatory time off. The Department of Administrative Services is currently modifying the pay policies of these employees, so that overtime is accrued instead of paid-out. Per a memo to departments from the Fiscal and Budget Administrator dated December 22, 2009, departments were to grant overtime only in cases of critical need. Each of these cases will be reviewed to ensure that the pay policy is consistent with the County Code.

Recommendation

This report is informational only.

cc: Cynthia Archer, DAS Director
Tom Nardelli, County Executive Chief of Staff
Jerry Heer, County Auditor
Scott Manske, Controller
Mary Ann Grimes, Corporation Counsel

COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

DATE: August 30, 2010
TO: Chairman Lee Holloway
FROM: Steven Kreklow, Fiscal and Budget Administrator
SUBJECT: AIRPORT POSITION STUDY

FILE NO. 10-308



Request

The Department of Transportation and Public Works - Airport (Airport) is requesting to abolish 1.0 FTE position Administrative Assistant III – Airport (Title Code 00011991) and create 1.0 FTE position Airport Operations Coordinator 2 (Title Code 00010891).

Background

The position of Administrative Assistant III – Airport became vacant in July 2010 due to a promotion within the department. The airport is seeking to abolish this position and create 1.0 FTE position Airport Operations Coordinator 2. Both positions are authorized at pay grade 25 and District Council 48 represents both positions.

The airport is requesting this action primarily due to significant increases in passenger and aircraft traffic. The airport in June recorded an all-time one-month high number of passengers, 922,984, an increase of 212,197 (+29.86 percent) over last June. In the first half of 2010, the airport served 1,225,221 more passengers, or 34.41 percent, than in the same period in 2009. The airport indicates this increase in passenger traffic has correlated to an increased workload. Therefore, it is anticipated the Federal Aviation Administration will require a higher required minimum level of airside operations staff during its certification process.

The airport indicates the position is also necessary to assist with ongoing major capital projects on the property, which requires that contractors be escorted at certain times while traveling in secure areas; and to ensure adequate coverage during snow events, during which three Operations Coordinators are required to be on site.

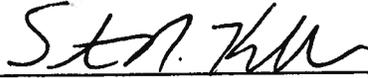
The airport currently has 11.0 FTE authorized and funded Airport Operations Coordinator 2 positions, three of which are vacant. The airport has recently submitted certification requests to fill two positions, and will fill the other position once the vacation payout costs of the last incumbent, who retired, are fully offset.

Airport staff has indicated other existing staff can adequately perform the duties performed by Administrative Assistant III - Airport. The Administrative Assistant III – Airport reports to the Deputy Airport Director – Operations & Maintenance.

Recommendation

Because of the ongoing increase in passenger traffic and the large number of capital projects taking place on the airfield, it is recommended that the airport's request to abolish 1.0 FTE position Administrative Assistant III – Airport (Title Code 00011991) and create 1.0 FTE position Airport Operations Coordinator 2 (Title Code 00010891) be approved. This request has no fiscal impact, and no employees would be affected since the position to be abolished is presently vacant.

Report Prepared By: Josh Fudge, Fiscal and Management Analyst III



Steven Kreklow
Fiscal and Budget Administrator

cc: County Executive Scott Walker
Cynthia Archer, Director, Department of Administrative Services
Jack Takerian, Director, Department of Transportation and Public Works
Barry Bateman, Director, General Mitchell International Airport

1 By the Committee on, Reporting on:
2
3

4 File No.

5 (ITEM NO.) A resolution authorizing the abolishment of 1.0 FTE Administrative
6 Assistant III – Airport (title code 00011991), and the creation of 1.0 FTE Airport
7 Operations Coordinator 2 (title code 00010891):
8

9 **A RESOLUTION**

10
11 WHEREAS, passenger and aircraft activity has steadily increased at General
12 Mitchell International Airport since 2002; and
13

14 WHEREAS, passenger traffic for the month of June 2010 set an all-time record;
15 and
16

17 WHEREAS, increased passenger and aircraft activity has led to a substantially
18 increased workload for airside operations staff; and
19

20 WHEREAS, the Federal Aviation Administration requires minimum operations
21 staff levels related to passenger and aircraft traffic as part of its annual certification
22 process; and
23

24 WHEREAS, the airport has a significant number of capital projects currently
25 under construction on the airfield, which require County staff to escort contractors in
26 secured areas; and
27

28 WHEREAS, the airport requires at least three Airport Operations Coordinators to
29 be onsite during snow events; and
30

31 WHEREAS, the airport is in the process of filling two vacant Airport Operations
32 Coordinator positions, and will fill another vacant position in the near future; and
33

34 WHEREAS, the Administrative Assistant III – Airport position was vacated on
35 July 24, 2010 due to a promotion within the airport; and
36

37 WHEREAS, both positions are represented by the same collective bargaining
38 unit (District Council 48) and are both authorized at pay grade 25, for no fiscal effect;;
39 now, therefore,
40

41 BE IT RESOLVED, that 1.0 FTE position of Administrative Assistant III – Airport
42 ((title code 00011991), is abolished and 1.0 FTE Airport Operations Coordinator 2 (title
43 code 00010891) is created within the Department of Transportation and Public Works –
44 Airport division (Agency 504).
45

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

This action would abolish 1.0 FTE Administrative Administrative Assistant III – Airport (title code 00011991), and create 1.0 FTE Airport Operations Coordinator 2 (title code 00010891).

This action has no fiscal impact, because both positions are authorized at pay grade 25. Both positions are represented by District Council 48. The position to be abolished has been vacant since July 24, 2010.

Department/Prepared By DAS-Fiscal, Josh Fudge

Authorized Signature



Did DAS-Fiscal Staff Review?

Yes

No

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

COUNTY OF MILWAUKEE
DAS – Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : August 18, 2010
TO : Committee on Personnel
FROM : Candace Richards, Interim Director of Human Resources
SUBJECT : **Creation Recommended by Finance Committee**

A review of the duties to be assigned to the new position requested by the Department of Transportation and Public Works has resulted in the following recommendation:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
5040	10891	1	Airport Operations Coordinator 2	25	\$49,391-57,826

C Richards 8-23-10

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: August 18, 2010

TO: Supervisor Lee Holloway, Chairman, County Board of Supervisors
Supervisor Michael Mayo, Sr., Chairman, Transportation, Public Works & Transit Committee

FROM: Jack Takerian, Director of Transportation & Public Works

**SUBJECT: MID-YEAR ABOLISH & CREATE REQUEST
GENERAL MITCHELL INTERNATIONAL AIRPORT – AIRPORT
OPERATIONS SECTION**

POLICY

County Board approval is required to create and abolish positions in the County Civil Service system.

BACKGROUND

Airport Staff have identified a need for additional staffing with a particular skill level within the Airport Operations & Maintenance Section. In an effort to control costs and avoid adding additional staff members, GMIA is requesting to abolish a recently vacated position within the section that the airport does not currently plan to fill, and create a new position to be permanently filled.

The positions that are being requested for abolishment and creation along with the Titles Code, Position Number, Pay Range, and Represented Status are as follows:

POSITION TO BE ABOLISHED				POSITION TO BE CREATED			
JOB TITLE	TITLE CODE & POSITION NUMBER	PAY RANGE	UNION	JOB TITLE	TITLE CODE & POSITION NUMBER	PAY RANGE	UNION
Administrative Assistant III- Airport	11991 - 1	25	48	Airport Operations Coordinator 2	10891 - 2	25	48

Rationale for the Request

The Administrative Assistant III – Airport position was recently vacated through a promotion within the department. The additional Airport Operations Coordinator 2 is needed to assist with Federal Aviation Administration Regulatory compliance on the

airfield. In particular, the Coordinator will participate in snow removal operations, maintenance, and construction coordination and escort requirements.

RECOMMENDATION

Airport staff recommends abolishment of the existing Administrative Assistant III – Airport position and the creation of one Airport Operations Coordinator 2 position.

FISCAL NOTE

If approved, this proposed action will not increase the number of funded positions at Mitchell Airport. Therefore, the following action has no fiscal impact on the Airport or the County Budget as the position to be abolished is funded and the position that is to be created is of the same pay range. Both positions are also represented by the same union so there will be no impact on the number of represented staff members at the airport.

Prepared by: Terry Blue, Deputy Airport Director – Operations & Maintenance

Approved by:



Jack Fakarian, Director of
Transportation & Public Works



C. Barry Bateman,
Airport Director

Attachment: Proposed Position Description

cc: Scott Walker, County Executive
Supervisor Elizabeth Coggs, Finance & Audit Committee Chair
Supervisor Patricia Jursik, Personnel Committee Chair
Cindy Archer, Director, Department of Administrative Services
Steven Kreklow, Fiscal & Budget Administrator, Fiscal Affairs Division/DAS
Josh Fudge, Mgt Analyst, Admin & Fiscal Affairs Division/DAS
Candace Richards, Interim Director of Human Resources
Terry Blue, Deputy Airport Director - Operations & Maintenance
Carol Mueller, Committee Clerk
Jodi Mapp, Committee Clerk
Sean Moore, HR Manager, (DPW)

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES**

POSITION DESCRIPTION

OFFICIAL TITLE OF POSITION: Airport Operations Coordinator II

NAME OF PRESENT INCUMBENT: Barry Jeter Jr., Michael Piontek, Thomas Slawnik, Mike Casper, Jeremy Fox, David Lackey, Donald Spitzer, Eric Kaiser.

DEPARTMENT: Department of Transportation and Public Works

DIVISION: Airport Division

REPORTS TO (Name & Title): James Grava, Assistant Airport Operations Manager

TITLE CODE: 10891

POSITION NUMBER: 1-11

PAY RANGE: 25

TYPE OF POSITION : (Check One) FT PT Hourly Seasonal

PURPOSE OF POSITION: To ensure that General Mitchell International Airport maintains compliance with 14 CFR Part 139 and 49 CFR Part 1542. Perform daily inspections to ensure facilities and systems are within applicable standards. Represent airport management until relieved by higher authority.

TITLE(S) OF POSITION(S) SUPERVISED: (must include disciplining and evaluating): None

DUTIES: Describe in detail the work you do, listing most time consuming duties first, along with approximate percentages which should total 100%. Indicate "E" if duty is essential.

Description of Duties	% age of Time Spent on Duty	E=Essential Duty
1. Perform daily inspections of the airfield and airport facilities to ensure compliance with 14 CFR Part 139 and 49 CFR Part 1542 as well as other pertinent Federal, State, County, and Airport policies, procedures, rules, regulations, and ordinances.	25	E
2. Monitor for and take appropriate actions to ensure the safe and efficient flow of passengers and traffic through the Domestic and International Terminals, Concourses, and other airport facilities.	20	E
3. Coordinate Airport snow removal efforts and maintenance activities on runways, taxiways, ramps and roadways in accordance with all applicable rules and regulations.	10	E
4. Respond to incidents, accidents, and/or emergencies of various size, scope, and scale. Take charge until relieved by higher authority. When appropriate, investigate the cause and take appropriate measures to correct discrepancies.	10	E

- | | |
|--|----|
| 5. Respond to equipment failures, evaluate hazardous or potentially hazardous conditions, and take appropriate action remedy the situation or prevent injury and/or property damage. | 10 |
| 6. Complete assorted reports to document routine and non-routine events at General Mitchell International Airport and Lawrence J. Timmerman Airport. | 5 |
| 7. Coordinate international flight arrivals, VIP arrivals/departures, and other special operations. | 5 |
| 8. Ensure that various airport construction and maintenance projects will not have an adverse affect on the safe and efficient operation of the airport. | 5 |
| 9. Meet with various airport users and tenants to resolve assorted operational problems, and process routine complaints. | 5 |
| 10. Perform other duties as assigned. | 5 |

KNOWLEDGE, SKILLS & ABILITIES: Indicate a corresponding knowledge, skill and/or ability required for each of the above indicated duties

1. Knowledge of applicable Federal, State, County, and Airport regulations that pertain to the operational safety on the airport.
2. Ability to make sound decisions based on established procedures and resolve issues in a professional manner.
3. Ability to make sound decisions based on established procedures and resolve issues in a professional manner.
4. Knowledge of County and Airport Emergency procedures and the ability to make sound and timely decisions under stressful conditions.
5. Ability to make sound decisions based on established procedures and resolve issues in a professional manner.
6. Ability to write clear, concise, yet comprehensive reports and knowledge of computer system operations.
7. Ability to anticipate the effects that a large crowd or special VIP handling request will have on normal airport operations.

8. Ability to anticipate consequences of construction / repair projects relative to maintaining airport and airfield safety and operational needs.
9. Ability to establish and maintain good working relationships with numerous internal and external agencies.
10. Ability to make sound decisions based on established procedures and resolve issues in a professional manner.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or GED equivalent is required. Possession of a Bachelor's degree in Aviation Management, Public Administration, Business Administration, Emergency Management, or a related field is preferred. Possession of a valid driver's license is required. Possession of a valid Wisconsin driver's license is required within six (6) months of appointment. AAAE or ACI certification (AAE, CM, ACE, etc.) and Pilot's license are all preferred.

Experience: Two years of experience at a commercial service (FAR Part 139) airport working for an airline or the airport operator monitoring for or ensuring compliance with FAA standards for airport safety or security is required. Experience in the operation of a large-scale security system including peripheral equipment, monitoring the Air Operations Area (AOA) for compliance with CFR 14 Part 139 and CFR 49 Part 1542, and established procedures; active participation in snow removal activities; inspecting airport facilities for safety, security and maintenance discrepancies preferred. NOTE: A Bachelor's degree from an approved college or university with a major in Airport Management or Aviation Administration may substitute for the required experience.

Licensure/Certification/Registration: Possession of a valid driver's license is required. Possession of a valid Wisconsin driver's license is required within six (6) months of appointment. AAAE or ACI certification (AAE, IAP, CM, ACE, etc.) and Pilot's license are all preferred.

Physical Requirements/Demands: Ability to lift or move 50 pounds as needed.

Work Environment: Office and airfield.

Incumbent's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Department Head's Signature: _____ **Date:** _____

PD03

-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION



13

DATE : September 8, 2010

TO : Supervisor Lee Holloway, Chairman, Board of Supervisors
Supervisor Elizabeth Coggs, Chairman, Finance & Audit Committee
Supervisor Patricia Jursik, Chairman, Personnel Committee

FROM : Steven R. Kreklow, Fiscal and Budget Administrator FILE NO. 10-324

SUBJECT : Request to Abolish upon vacancy, 2.0 FTE Disabilities Services Specialist (55740, PR 24), create 5.0 FTE Disability Services Coordinator (one unfunded, PR 26M) and 1.0 FTE Children's Program Manager (unfunded, PR 29M) in the Disabilities Services Division (DSD) of the Department of Health and Human Services (DHHS)

REQUEST

The Department of Health and Human Services (DHHS) is requesting to abolish upon vacancy, 2.0 FTE Disabilities Service Specialist (55740, PR 24), and create 5.0 FTE Disability Services Coordinator (one unfunded, PR 26M) and 1.0 FTE Program Manager-Children's Services (unfunded, PR 29M) effective September 24, 2010.

BACKGROUND/ANALYSIS

The Disabilities Services Division (DSD) administers several programs for families who have children with disabilities. These programs are critical to the early identification and intervention of potential development challenges that a child might be experiencing as well as supporting families who have children with significant developmental and physical disabilities. Some of the programs that the department offers are Early Intervention- Birth to Three, Family Support, and Children's Long-Term Support (CLTS).

The States 2009-2011 biennial budget included an initiative for the expansion of the CLTS Program. Included in this expansion was the creation of 280 additional slots in 2010 and continuing during 2011, of which 130 would be used to serve disabled children and their families and 150 would be used to serve transitional youth who are about to turn age 18 and become eligible for Family Care. Implementation of this expansion would significantly reduce the wait list of 500 children and families in DSD.

To allow for more oversight and support of the new needs in the Children's programs, the department is requesting the creation of 5.0 FTE Disability Services Coordinator, 1.0 FTE Program Manger- Children's Services and the abolishment of 2.0 FTE Disabilities Services Specialist as the positions become vacant. All of the Disability Services Coordinators, with one exception, would report to the Program Manger, who reports to the Director of DHHS. The remaining Disability Services Coordinator will work in the DRC and report to the Unit Supervisor/Quality Assurance Coordinator. One of the Disability Services Coordinators would be created as an unfunded position and will remain vacant until additional funding comes available.

While the primary responsibilities of each Disabilities Services Coordinator will be in their respective divisions, they will also be responsible for internal and external tasks to facilitate the administration and operations of the Children's Long Term Support waiver program; supporting necessary linkages to community providers; providing assistance with program coordination in the various program areas including adult programs, children's programs and court related services programs, and leading the implementation of the Early Intervention Services - Birth to Three program.

The Program Manager- Children Services, which will be created as an unfunded position and will not be filled until additional funding comes available, will be responsible for the overall operations and activities of the Children's section of DSD. These responsibilities include representing DSD with State agencies; developing CLTS waiver procedures for internal and external staff; monitoring agreements with agencies or entities working with children with special needs; leading the development and implementation of children services with external contracts; and monitoring program utilization and spending. Currently, another staff member is covering the duties of this position until it can be filled.

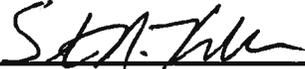
RECOMMENDATION

To support and ensure the quality of the expanded Children's Programs, the Department of Administrative Services, Fiscal Affairs recommends that the request to abolish 2.0 FTE Disabilities Service Specialist and create 5.0 FTE Disability Service Coordinator (one unfunded) and 1.0 FTE Program Manger- Children Services (unfunded) in DHHS, effective September 24, 2010, be approved.

FISCAL NOTE

Approval of the request to abolish 2.0 FTE Disabilities Service Specialist and create 5.0 FTE Disability Service Coordinator (one unfunded) and 1.0 FTE Program Manager – Children Services (unfunded), effective September 24, 2010, will result in increased expenditures of \$45,414, which will be absorbed within the department's budget. In addition, there are three other positions that will be abolished in 2011 to offset the costs of the new positions associated with CLTS, resulting in a levy savings in 2011 of \$21,490.

Prepared by:
Antionette Thomas-Bailey
278-4250



Steven R. Kreklow
Fiscal and Budget Administrator

pc: Scott Walker, County Executive
Candace Richards, Interim-Director of Human Resources
Thomas Nardelli, Chief of Staff, County Executive's Office
Terrence Cooley, Chief of Staff, County Board
Jennifer Collins, County Board Fiscal and Budget Analyst
Geri Lyday, Interim Director, Department of Health and Human Services

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 9/8/10

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to Abolish upon vacancy, 2.0 FTE Disabilities Services Specialist (55740, PR 24), create 5.0 FTE Disability Services Coordinator (one unfunded, PR 26M) and 1.0 FTE Children's Program Manager (unfunded, PR 29M) in the Disabilities Services Division (DSD) of the Department of Health and Human Services (DHHS)

FISCAL EFFECT:

- | | |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input checked="" type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget
<input type="checkbox"/> Decrease Operating Expenditures
<input type="checkbox"/> Increase Operating Revenues
<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures
<input type="checkbox"/> Decrease Capital Expenditures
<input type="checkbox"/> Increase Capital Revenues
<input type="checkbox"/> Decrease Capital Revenues
<input type="checkbox"/> Use of contingent funds |
|--|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	45,414	-21,490
	Revenue	0	0
	Net Cost	45,414	-21,490
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. Approval of the following position actions would allow the department to move forward with the implementation of the redesign and expansion of the Children's Long-Term Support (CLTS) waiver program: Abolish upon vacancy 2.0 FTE Disabilities Services Specialist, create 4.0 FTE Disability Services Coordinator, 1.0 FTE unfunded Disability Services Coordinator, and 1.0 FTE unfunded Program Manager- Children's Services.

B. The estimated fiscal effect for 2010 related to the creation of four funded Disability Services Coordinator positions including salary and active fringe benefits is \$89,059, which is offset by the cost to abolish upon vacancy two Disabilities Services Specialist for a cost including salary and active fringe benefits of \$43,645, resulting in an increase in expenditures of \$45,414, which will be absorbed within the departments budget. In addition, there are three other positions that will be abolished in 2011 to offset the costs of the new positions associated with CLTS, resulting in levy savings in 2011 of \$21,490.

C. In 2010, the fiscal effect is an increase in expenditures of \$45,414 and will be absorbed within the department's budget. In 2011, the levy savings is \$21,490.

D. The 2010 savings mentioned above will be achieved assuming a start date of October 1, 2010 through December 31, 2010 and a hourly rate of \$27.18. In addition, the fringe amounts used to calculate the position costs (29.78%- Active Health, 20.10%- Active Pension, and 7.65%- social security) reflect the active fringe rates for DHHS provided by Central Accounting.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Department/Prepared By Antionette Thomas-Bailey

Authorized Signature



Did DAS-Fiscal Staff Review?

Yes

No

1 From the Committee on, Reporting on:
2
3

File No.

4
5 (ITEM NO.) A resolution requesting to abolish upon vacancy, 2.0 FTE Disabilities
6 Services Specialist (title code 55740, PR 24), create 5.0 FTE Disability Services
7 Coordinator (one unfunded, PR 26M) and 1.0 FTE Children's Program Manager
8 (unfunded, PR 29M) in the Disabilities Services Division (DSD) of the Department of
9 Health and Human Services (DHHS) effective September 24, 2010:
10

11 **A RESOLUTION**
12

13 WHEREAS, the Department of Health and Human Services request the
14 abolishment of 2.0 FTE Disabilities Services Specialist (title code 55740, PR 24) upon
15 vacancy, and the creation of 5.0 FTE Disability Services Coordinator (one unfunded, PR
16 26M) and 1.0 FTE Children's Program Manager (unfunded, PR 29M) in the Disabilities
17 Services Division (DSD); and
18

19 WHEREAS, Disabilities Services Coordinators would perform their individual
20 primary functions for the divisions in which they work, but would also be responsible for
21 performing functions such as internal and external tasks to facilitate the administration
22 and operations of the Children's Long Term Support waiver program; support necessary
23 linkages to community providers; provide assistance with program coordination in the
24 various program areas including adult programs, children's programs and court related
25 services programs, and leading in the implementation of the Early Intervention Services
26 - Birth to Three program; and
27

28 WHEREAS, The Program Manager- Children Services, which will be created as
29 an unfunded position and will not be filled until additional funding comes available, is
30 responsible for the overall operations and activities of the Children's section of DSD,
31 including representing the policies and procedures for DSD with State staff; developing
32 procedures for internal and external staff with CLTS waivers; monitoring agreements
33 with agencies or entities working with children with special needs; leading the
34 development and implementation of children services with provider development and
35 provider contracts; and monitoring program utilization and spending; and
36

37 WHEREAS, the requested position actions are necessary to successfully
38 implement the expansion and redesign of the Children's Long-Term Support waiver
39 programs; and
40

41 WHEREAS, the Department of Administrative Services, Fiscal Affairs
42 recommends that the following request effective September 24, 2010, be approved:
43 abolish upon vacancy 2.0 FTE Disabilities Services Specialist (title code 55740, PR 24),
44 create 5.0 Disability Services Coordinator (one unfunded, PR 26M) and 1.0 FTE
45 Program Manager- Children's Services (unfunded, PR 29M); and
46

47 **BE IT RESOLVED**, that the following position actions are approved, for the
48 Department of Health and Human Services effective September 24, 2010:

49

<u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
51 Abolish- upon vacancy	Disabilities Services Specialist	2.0	24
52 Create	Disability Services Coordinator	4.0	26M
53 Create-Unfunded	Disability Services Coordinator	1.0	26M
54 Create-Unfunded	Program Manger-Children's Services	1.0	29M

COUNTY OF MILWAUKEE
DAS – Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : September 13, 2010

TO : Committee on Personnel

FROM : Candace Richards, Interim Director of Human Resources

Candace M. Richards

SUBJECT : **Creation Recommended by Finance Committee**

A review of the duties to be assigned to the new position requested by the Department of Health and Human Services has resulted in the following recommendation:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
8000	TBD	4	Disabilities Services Coordinator	26M	\$49,218-\$56,530
8000	TBD	1	Disabilities Services Coordinator	26M	unfunded
8000	TBD	1	Program Manager Children's Services	29M	unfunded

COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION



DATE: September 13, 2010

FILE NO. 10-324

TO: Supervisor Lee Holloway, Chairman, County Board of Supervisors
Supervisor Elizabeth Coggs, Chairperson, Finance & Audit Committee
Supervisor Patricia Jursik, Chairperson, Personnel Committee

FROM: Geri Lyday, Interim Director, Department of Health & Human Services

SUBJECT: **Request to Abolish and Create Positions in the Disabilities Services Division**

REQUEST

The Interim Director of the Milwaukee County Department of Health & Human Services requests the abolishment upon vacancy of two Disabilities Services Specialist positions, title code 55740, position numbers 001 and 002, and the creation of five Disability Services Coordinator positions (four funded and one unfunded) and one unfunded Program Manager in the Children's Services Section.

BACKGROUND/ANALYSIS

The Disabilities Services Division (DSD) administers several programs for families who have children with disabilities. These programs are critical to the early intervention and identification of potential development challenges that a child might be experiencing as well as supporting families who have children with significant developmental and physical disabilities.

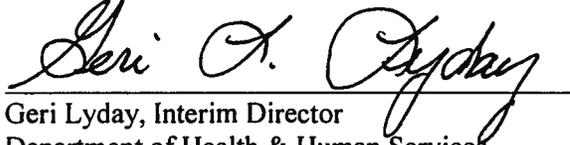
In 2010, DSD began implementation of a Children's Long-Term Support (CLTS) Medicaid Waiver program expansion and redesign. This State-wide initiative was included in the 2009-2011 State of Wisconsin Department of Health Services biennial budget and calls for a significant funding increase available to children with disabilities and their families. The number of funded slots for eligible children has been increased to help reduce the waitlist for services and to provide transitional funding for youth about to turn age 18 and who become eligible for Family Care. This expansion will significantly reduce the waiting list of over 500 children and families in DSD.

It is anticipated that DSD will add 130 new children and their families to the CLTS waiver program beginning in 2010 and continuing during 2011. In addition, DSD is also expected to add approximately 150 new youth transition slots beginning 2010 and continuing during 2011.

The Disability Services Coordinator positions will lead in the implementation of the expansion and redesign. In addition, these positions would be responsible for delivery of program service education and outreach to families, schools, decision-makers and public at large. Four of the five positions are funded with the fifth position being created as an unfunded position to be filled once additional funding becomes available.

The new Program Manager/Children's Services Section position would be responsible for the operations/activities in the Children's Section, including representing the policies and procedures for DSD with State Staff, developing procedures for internal and external staff with CLTS waivers, monitoring provider service delivery in the Birth to Three program for compliance, and monitoring program utilization and spending. This position is created as an unfunded position and would be filled once funding becomes available.

Approved by:



Handwritten signature of Geri Lyday in cursive script, written over a horizontal line.

Geris Lyday, Interim Director
Department of Health & Human Services

cc: Scott Walker, County Executive
Cindy Archer, Director - DAS
Candace Richards, Interim Director of Human Resources
Thomas Nardelli, County Executive Chief of Staff
Terrence Cooley, County Board Chief of Staff
Stephen Cady, County Board Fiscal & Budget Analyst
Rick Ceschin, County Board Fiscal & Budget Analyst
Jennifer Collins, County Board Fiscal & Budget Analyst
Jodi Mapp, Committee Clerk – County Board
Antionette Thomas-Bailey, Analyst - DAS