



OFFICE OF THE COUNTY EXECUTIVE

Chris Abele

MILWAUKEE COUNTY EXECUTIVE

Date: May 3, 2011

To: Lee Holloway, Chairman, County Board of Supervisors

From: Chris Abele, County Executive

Subject: Appointment of a New Member to the Personnel Review Board

Subject to the confirmation of your Honorable Body and pursuant to the provision set fourth in Chapter 33.02(1) of county General Ordinances, I am hereby appointing Florence Hanna Dukes to serve on the Milwaukee County Personnel Review Board. Ms. Dukes will fill the vacancy created by the resignation of Helen Dixon. Ms. Dukes will fill the remainder of Ms. Dixon's 5year-term which will expire on October 31, 2015.

Your consideration and confirmation will be appreciated

Chris Abele
Milwaukee County Executive

Attachment

CA: th

Cc: Patricia Jursik, Chair, Personnel Committee
Milwaukee County Board of Supervisors
Terry Cooley, Chief of Staff – County Board
Carol Muller, Chief Committee Clerk
Jodie Mapp, Committee Clerk
Veronica W. Robinson, Personnel Review Board
Florence Dukes

SUMMARY:

Results – Oriented Human Resources Manager with thirty-three years of progressive managerial and administrative experience where strengths, visionary leadership, strategic planning, financial management, operations management, negotiation, and employee relations skills provided an efficient delivery of human resources services to the City of Milwaukee.

Primary areas of expertise include: Employee Relations, Staffing, EEO, Compensation and Benefits, Safety, Training and Labor Relations.

PROFESSIONAL EXPERIENCE

Aug. 2004 – December 2009
City of Milwaukee, Milwaukee Police Department

SAFETY DIRECTOR

- Provided leadership and direction for the administration and coordination of the city-wide School Crossing Guard Program. (One-hundred and ninety-nine school crossing corners).
- Successfully facilitated the transfer of the administration of all Court Mandated Referrals from the Municipal Court to the Safety Division for Defensive Driving Courses. (Developed administrative procedures appropriate for the tracking of referrals for the Municipal Court to verify compliance and participation).
- Implementation of a successful "Safe Routes to School Campaign Program" in collaboration with the Milwaukee Public School System.
- In cooperation with Milwaukee Public School, developed and was awarded a \$250,000.00 grant to continue the "Safe Routes to School Program" within Milwaukee Public School system (awarded by the Wisconsin Department of Transportation, 2008-2009).
- Implementation of a Departmental Safety Initiative to address the increasing rise in work related injuries (develop and distribute on a quarterly basis "Safety Tips" based on the nature of departmental work injuries).
- Provided leadership and direction for the administration and coordination of the Division's Safety Education Programs; Fireworks Safety, Pedestrian and Bicycle Safety, and Water Safety.
- Implementation of a "Speed Watch Program" in collaboration with the Community Services Division and the Department of Public Works-Infrastructure Services Division-Traffic Engineering to address speed related issues in neighborhoods.
- Reorganized the Safety Division to adequately reflect the realignment of increased staff responsibilities including the revision of all job descriptions for Safety Specialists Sr. and Office Assistant, title changes for three School Crossing Guards and positions of three School Crossing Guards (Auxiliary).
- Implementation of Training Programs for all staff.
- One of 10 recipients across the United States to receive a full-scholarship stipend to attend the 1st National Safe Routes to School Conference, held in 2006 in Dearborn, Michigan.
- Employed the utilization of the Driver's License Recovery and Employability Program to assist with the recruitment of School Crossing Guards and Substitutes.

2002 – July 2004
City of Milwaukee, Department of Employee Relations

EMPLOYEE RELATIONS DIRECTOR

- Directed strategic planning and operations of the department's functions of labor relations, benefits administration, staffing, equal employment opportunity, staffing, compensation, training and development services, and Fire and Police Commission.
- Established an Office of Diversity and Outreach to promote the importance, benefit and necessity of maintaining diversity within the City of Milwaukee's workforce while facilitating a reduction in the

FLORENCE HANNA DUKES

workforce size.

- Developed substantial increases in information technology hardware and software (e.g., computer network development, applicant tracking software, EEO software, PeopleSoft implementation, web site with online applications, etc.).
- Achieved significant improvement in the quantity and quality of employee training and development programs covering a wide range of topics (e.g., computer-related training including PeopleSoft, Total Quality Improvement, Workplace Violence Prevention, Anti-Harassment, Family and Medical Leave Acts, Americans with Disabilities Act, City-wide Diversity training, and City-wide Progressive discipline training, Immigration policy, etc.).
- Created and implemented a City-wide Employee Training and Testing facility.
- Provided leadership in the Reorganization of Department of Employee Relations including the merger and consolidation of the Fire and Police Commission to improve efficiency and delivery of services.

1996 - 2002

City of Milwaukee, Department of Employee Relations

DEPUTY DIRECTOR

- Assisted the Director in the strategic planning and operations of the department's functions of labor relations, benefits administration, staffing, equal employment opportunity, staffing, compensation, training and development services.
- Implemented an Employee Placement Program for employees at risk for layoff due to budget reductions.
- Negotiated voluntary settlements with 19 separate bargaining units. Demonstrated an increase of win-win bargaining.
- Increased the participation and effectiveness of Labor/Management committees.

1988 - 1996

City of Milwaukee, Department of Employee Relations

Employee Benefits Division

EMPLOYEE BENEFITS DIRECTOR

- Successfully provided leadership direction and supervision in the design, implementation, administration and management of the City of Milwaukee's Employee Benefits Program (including Health Care, Workers Compensation, Safety, Flexible Spending Account, and Long Term Disability).
- Demonstrated leadership skills in successfully retaining the City of Milwaukee's self-insured status for administration of Workers Compensation claims thereby saving the City over \$35 million in premium costs.
- Drastically improved the administration of the City of Milwaukee's Workers Compensation Program. Developed with ITMD an automated payment computer system for the payment of both Indemnity and Medical payments. The development of the system resulted in a high degree of payment accuracy for mandated State Indemnity payments to injured City employees. This accuracy as measured by the State of Wisconsin indicates that, for 10 of the last 13 calendar quarters, the City of Milwaukee ranked #1 with fewer payment errors in its' peer group of large Insurers.
- Implemented and negotiated a health insurance program to minimize cost increases saving the City of Milwaukee millions of dollars.
- Implemented a Long Term Disability and Flex Spending Program (Section 125) for Management and Non-Management employees and negotiated these programs within a majority of negotiated labor contracts.

PREVIOUS EMPLOYMENT EXPERIENCES

Manager, Career Planning and Staff Development Milwaukee Area Technical College	1986 - 1988
Executive Director Milwaukee Inner City Arts Council	1974 - 1986
Executive Director Milwaukee Learning Center	1971 - 1973
Teacher Governor Morehead School for Deaf	1970 - 1971

EDUCATION

Cardinal Stritch University, 1984 - Milwaukee, Wisconsin
MS - Management Administration

St. Augustine's College, 1970 - Raleigh, North Carolina
BS – Major: Elementary Education: Minor: History

CERTIFICATIONS

- Equal Opportunity and Affirmative Action Manager, American Association for Affirmative Action, 1999, Washington, D.C.
- UW-Extension, Worker's Compensation Administrator, 1988 Milwaukee, Wisconsin
- K – 8th Elementary Teacher

ADDENDUM

PROFESSIONAL AFFILIATIONS

Board Member/Treasurer	Wisconsin Highway Safety Coordinators
Advisory Member	Wisconsin Safe Kids Wisconsin
Advisory Member	American Red Cross Diversity Committee
Member	Safe Routes to School Coalition Campaign

COMMUNITY AFFILIATIONS

Parishioner	St. Paul's Episcopal Church
Senior Warden	St. Paul's Episcopal Church
Personnel Member	St. Paul's Episcopal Church
Board Member	Forest Home Cemetery
Board Member	Links, Inc.
Member	Stark Hospital (an affiliate of Children's Hospital)
Treasurer/Scholarship Chair	Alpha Kappa Alpha Sorority, Inc., EKQ Chapter
	Pauline Redmond Coggs Foundation, Inc.
	Alpha Kappa Alpha Sorority, Inc., EKQ Chapter
Member/Archives Chair	The Links, Inc. - Cream City Wisconsin Chapter

RECENT RECOGNITIONS

- 2009: "UNCF ALUMINI HONOREE
- 2006: "Salute To Christian Professional Women", Holy Redeemer Institutional Church of God In Christ
- 2005; "Women Who Put Their Stamp on Milwaukee" (Government), United States Postal Service
- 2003: "African American Women First" Award, The Links, Inc. Cream City Wisconsin Chapter
- 2001: 2001 Book of Life Service Award: The Black Archives History and Research Foundation of South Florida, Inc.
- 2001: Milwaukee County Board of Supervisors Achievement Award
- 2001: Lifetime Service Award: Milwaukee Community Journal Newspaper
- 2000: Edith Finalyson: Service Award, Alpha Kappa Alpha Sorority, Inc.

EARLIER RECOGNITIONS

- Awards:**
- 1991 - Soror of the Year: Alpha Kappa Alpha Sorority, Inc., EKQ Chapter
 - 1990 - Status of Women Award: Top Ladies of Distinction Award
 - 1984 - Co-Chair, City Wide Census Count
 - 1982 - Anheuser-Busch's Outstanding Community Service
 - 1982 - Proclamation by County Executive William O'Donnell for Outstanding Community Service
 - 1981 - Recipient - Outstanding Young Women in America

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

~Amended~

DATE : May 16, 2011
TO : Committee on Personnel
FROM : Candace M. Richards, Interim Director of Human Resources
SUBJECT : **Informational Report for 5/20/2011
Personnel Committee Meeting**

Candace M. Richards

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 May 20, 2011 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: May 20, 2011

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
Zoo	9500	65814	Network Technical Specialist Zoo	18D	Network Technical Specialist II Zoo	21D	\$4,533	\$7,367	Title Correction
TOTAL							\$4,533	\$7,367	

Personnel Committee Date: May 20, 2011

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>
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Currently, there are no "Advancements Within the Pay Range" to report.

Personnel Committee Date: May 20, 2011

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>
			5	5	Asst Chief of Airport & Firefighter		29FM	94,025.00	159,691.00		

See Attached Fiscal Note

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 5/2/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Reallocate five (5) non-represented Assistant Chief of Airport Rescue & Firefighting positions (title code 064290) from pay range 27M to a new pay range, 29FM

FISCAL EFFECT:

- | | |
|---|--|
| <input 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 checked="" 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 checked="" 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	94,025	159,691
	Revenue	94,025	159,691
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	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.

A. The Department of Transportation & Public Works, Airport Division (Airport) is requesting to reallocate five FTE positions of Assistant Chief of Airport Rescue & Firefighting from pay range 27M to a new pay range, 29FM. The Airport is making this request because of the unique schedule required of the position (24 hour shifts) and due to salary compression

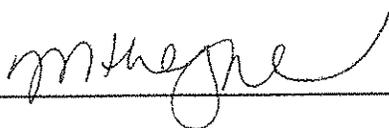
B. The anticipated direct cost for the remainder of 2011 of this request is \$94,025, assuming a base annual salary increase of \$22,995, plus social security and active pension costs, pro-rated over the final 15.5 pay periods of the year.

C. These positions are budgeted within the Airport Division, which is an enterprise fund that is fully offset by outside revenues, including charges to signatory airlines. The full cost of the positions will be absorbed within the existing personal services budget and there is no budgetary or tax levy impact.

D. The figures above are based on an increase in base salary, plus social security and pension, for five positions prorated over the remaining 15.5 pay periods of the year.

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.

**REVISIONS TO ECP REPORT
Personnel Committee Meeting
May 20, 2011**

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

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

DATE : May 4, 2011

To : Committee on Personnel

Candace M. Richards

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

SUBJECT : **Informational Reports 5/20/2011
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 May 20, 2011 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**

May 20, 2011

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	4000	No Previous Classification	Medical Director Detention Services	N/A	46XM	\$158,756.70 - \$192,693.90	7	7	\$92,6413	\$192,693.9040	N/A	N/A	\$22,318.00	TRG/EXP*
Sheriff	4000	No Previous Classification	LPN - Sheriff	N/A	16L	\$36,780.26 - \$43,944.58	8	4	\$19,1613	\$39,855.5040	N/A	N/A	\$1,922.00	TRG/EXP*
Sheriff	4000	No Previous Classification	LPN - Sheriff	N/A	16L	\$36,760.26 - \$43,944.58	8	2	\$18,1309	\$37,712.2720	N/A	N/A	\$591.00	TRG/EXP*
Sheriff	4000	Clerical Assistant II	Clerical Assistant II	04P	04P	\$28,593.62 - \$37,949.81	9	5	\$16,7385	\$34,816.0800	\$34,816.08	\$0.00	\$3,243.00	Previous HR/Emg Appt

*FISCAL IMPACT= (Step employee hired at - Step 1) * Pay Periods Remaining in Year * 1.0785

*TRG/EXP Denotes Training and Experience

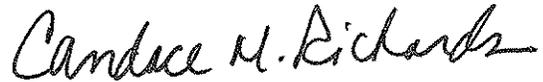
*Pay Range 901E does not have steps but has a Minimum, Mid, and Maximum Range

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

~Amended~

DATE : May 16, 2011
To : Committee on Personnel
FROM : Candace M. Richards, Interim Director of Human Resources
SUBJECT : **Informational Reports 5/20/2011
For Personnel Committee Meeting**



Attached are a series of informational reports relative to ***dual employment, emergency appointments, and temporary 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 May 16, 2011.

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
May 20, 2011**

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

Emergency Appointment Report
 Personnel Committee Meeting
 May 20, 2011

Requestor	Dept	Last Name	First Name	Title Description	Employee Class	Status	Emergency Appt Date	Pay Range
Sheriff's Office	4316	Gallett	Brian	Power Plant Operator	F	A	10/31/2011	20
	4316	Williams	Robert	Power Plant Operator	F	A	10/31/2011	20
Total Employees = 2								

DHHS	8387	Riley	Felice	Unit Supervisor-Long Term Support	F	A	7/1/2010	26M
Total Employees = 1								

Grand Total of Employees: 3

**Temporary Appointment Report
Personnel Committee Meeting
May 20, 2011**

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
Airport Maintenance - General	5051	Calvin	Weldon	00032450	Airport Mtce Wkr	F	A	80	32/6/2010	TA
		Rivera	Jesus	00032450	Airport Mtce Wkr	T	A	80	11/1/2010	TA
Total Employees =		2								
Highway Maintenance - Patrol Section One	5110	Blain	Bobby	00032610	Highway Mtce Wkr 1	F	A	80	2/13/2011	TA
		Ponce	Jose	00032610	Highway Mtce Wkr 1	F	A	80	11/1/2010	TA
		Olsen	Peter	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
Total Employees =		3								
Highway Maintenance - Patrol Section Two	5120	Balutista	Victor	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Walker	Kerry	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
Total Employees =		2								
Highway Maintenance - Patrol Section Three	5160	Munoz	Mario	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
		Rivera	Antonio	00032610	Highway Mtce Wkr 1	F	A	80	11/14/2010	TA
Total Employees =		2								
Highway Maintenance - Patrol Section Four	5140	Balderas	Juan	00032610	Highway Mtce Wkr 1	F	A	80	11/8/2010	TA
Total Employees =		1								
Grand Total of Employees:		10								

Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
May 20, 2011

~Amended~

<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>
Clerk of Courts	Eillie	Chavez	Clerical Assistant 1	3P	4/4/2011		6/3/2011	Management Asst. Courts	6PM
Clerk of Courts	Theresa	Konkel	Administrative Specialist-Courts NR	7PM	3/21/2011		5/20/2011	Admin Asst 3 - Court Admin NR	24M
Clerk of Courts	Rose	McMillian	Clerical Assistant 2	3P	4/4/2011		6/3/2011	Administrative Assistant NR	6PM
Clerk of Courts	Damaris	Pichardo	Administrative Specialist	7PM	3/21/2011		5/20/2011	Admin Asst 3 - Court Admin NR	24M
Clerk of Courts	Josh	Steib	Admin Asst 3 - Crt Admin NR	24M	3/21/2011		5/20/2011	Assistant Chief Deputy Clerk	30M
Corp Counsel	Jorgensen	John	Principal Asst. Corp Counsel	34Z	3/31/2011		6/30/2011	Exec Dir3-Corporation Counsel	903E
Corp Counsel	Grady	Mark	Principal Asst. Corp Counsel	34Z	3/31/2011		6/30/2011	Deputy Corporation Counsel	37AM
CSE	Brinkley	Finch	Child Support Specialist	16J	4/18/2011		7/16/2011	Child Support Coordinator	22M
CSE	Masunda	McGlaston	Paralegal - Child Support	19L	4/5/2011		7/2/2011	Child Support Supervisor	24M
CSE	Michelle	Wagner	Paralegal-Spec CSE	22	4/4/2011		5/27/2011	Child Support Supervisor	24M
DAS - DHR	Candace	Richards	Human Resources Mgr DHHS	916E	12/28/2010	*	until filled	Exec Dir3 Dir Human Resources	903E
DAS - Employee Benefits	Heather	Giza	Health Care Coordinator	26M	4/1/2011		6/29/2011	Business Manager	31M
DAS - Employee Benefits	Gerald	Schroeder	Exec. Dir. 1-ERS Manger	901E	4/12/2011	*	7/10/2011	Director of Employee Benefits	903E
DAS - ERS	Marian	Ninneman	Business Manager	31M	4/12/2011		7/10/2011	Exec. Dir. 1-ERS Manger	901E
DAS - Fiscal	Cynthia	Pahl	Mgr Family Support	916E	4/4/2011		7/2/2011	Assistant Fiscal Budget Administrator	902E
DAS - JMSD	Laurie	Panella	IT Director Business Development	902E	7/30/2010	*	until filled	Ex Dir3-Chief Info Officer	903E
Dept of Family Care	Jodi	Bischoff	Accountant IV (NR)	25M	4/18/2011		7/15/2011	Account Manager (CMO) - AR	32M
Dept of Family Care	Mary	Jablonski	Acct Manager CMO - AR	32M	4/18/2011		7/15/2011	Program Admin Coord (CMO)	33M
Dept of Family Care	Maria	Ledger	Asst. Director Aging - Its	902E	1/4/2011	*	until filled	ExDir 3 Dir of Family Care	903E
DHHS	Mildred	Brown-Pritzl	Clerical Assistant 2	04P	3/3/2011		5/31/2011	Operations Coordinator SP	22M
DHHS	Ara	Garcia	HR Coordinator	30M	12/28/2010	*	until filled	HR Manager DHHS	916E
DHHS	Barbara	Harris	Fiscal Coordinator DSD	27M	3/1/2011		5/28/2011	Exdir2 Comm Resource Administrator	902E
DHHS	Marietta	Luster	Unit Supervisor LTS	26M	3/1/2011		5/28/2011	Program Manager Children Services	29M
DHHS	Ger	Lyday	ExDir2-Divadmndelq Ctse	902E	12/25/2010	*	until filled	Exdir3-Director of Human Services	903E
DHHS/BHD/Fiscal	Stacy	Kozel	QI Coordinator	28	3/21/2011		5/20/2011	Program Coordinator - Safety Services	29M
DHHS/BHD/Fiscal	Nicole	Mastanka	Fiscal Spec MH	05P	4/1/2011		6/29/2011	Accounts Receivable Supervisor/Billing	23M
DHHS-Disabilities Serv	Mark	Stein	ExDir2-Comm Res Administrator	902E	12/26/2010	*	until filled	ExDir2-Dept Program Director Commse	902E
DTPW - Fleet Mgmt	Michael	Foumess	Auto & Eq. Svc. Tech. In Charge	20	4/12/2011		6/13/2011	Auto & Eq. Svc. Supervisor	23M
DTPW-Airport	Kevin	Doyne	Fire Fighter Equipment Operator	17B	5/1/2011		7/29/2011	Asst Chief Air Rescue & Fire Fighter	27M
DTPW-Facilities Mgmt	David	Folk	Facilities Grounds Supervisor	23M	4/4/2011		7/2/2011	Facilities Maintenance Coordinator	30M
DTPW-Facilities Mgmt	Gary	Waszak	Facilities Maintenance Coordinator	30M	10/16/2010	*	until filled	Executive Director (Facilities Management)	902E
Labor Relations	Frederick	Bau	Labor Relations Specialist 3	30M	5/7/2011	*	6/20/2011	Exec. Dir. 2-Dir. Of Labor Relations	902E
Parks	Doris	Maki	Senior Executive Assistant	07PM	4/11/2011		7/9/2011	Marketing P/R Coordinator	33M
Parks	Joseph	Sanchez	Park Patrol	01	3/8/2011		6/6/2011	Park Unit Coordinator I (Seasonal)	22M
Sheriff	Vernice	Strapp-Pitts	Executive Assistant - Child Support	6PM	12/19/2010	*	until filled	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.

COUNTY OF MILWAUKEE
DAS – Division of Human Resources
 Inter-Office Communication

DATE : May 6, 2011

TO : Chairman Lee Holloway, County Board of Supervisors

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



SUBJECT : **Amendment of Ordinance 17.16 (1) of Milwaukee County Code
 of General Ordinances Regarding Overtime Compensation**

Background

At present, the five non-represented Assistant Chief of Airport Rescue & Fire Fighting positions, within the Airport Division of the Department of Transportation and Public Works (DTPW), are set at pay range 27M – a non 24-hour pay range. It is the intent of the Airport to have these five positions work 24 hour shifts so that there is always a management representative on duty, 24/7/365. The DTPW will submit a request to reallocate the five positions to a newly created pay range to accommodate a 24-hour work schedule.

Rationale for Request

Section 17.16 (1)(b) of the Milwaukee County Code of General Ordinances provides overtime compensation to non-represented employees and that the overtime be calculated on the basis of hours worked over 40 hours in a week. The non-represented position of Assistant Chief of Airport Rescue and Fire Fighting does not work a 40-hour per week schedule but works a schedule that averages out to 52 hours per week, totaling 260 hours over a 35-day cycle. It is requested that Chapter 17.16 (1)(i) be created to compensate for overtime accrued only after the 260th hour worked in a 35-day pay cycle and that the accrued overtime can only be liquidated as compensatory time off, unless approved by the DAS Director of Human Resources.

Fiscal Effect

There is no tax levy impact.

Attachments

cc: Chris Abele, County Executive
 Michael Mayo, TPW Committee Chair
 Joe Sanfelippo, Personnel Committee Chair
 George Aldrich, Chief of Staff, County Executive's Office
 C. J. Pahl, Acting Fiscal & Budget Administrator
 Josh Fudge, Mgt Analyst, Admin & Fiscal Affairs Division/DAS

1 From the Interim Director of Human Resources recommending adoption of a resolution/
2 ordinance to amend Chapter 17.16(1)(b) of the Milwaukee County Code of General
3 Ordinances regarding overtime compensation as it relates to the non-represented position of
4 Assistant Chief of Airport Rescue and Fire Fighting by recommending adoption of the
5 following:

6
7 A RESOLUTION/ORDINANCE
8

9 WHEREAS, section 17.16(1)(b) of the Milwaukee County Code provides overtime
10 compensation to non-represented employees; and,
11

12 WHEREAS, section 17.16(1)(b) of the Milwaukee County Code provides that non-
13 represented employees have overtime calculated on the basis of hours worked over 40 hours
14 in a week; now, therefore; and,
15

16 WHEREAS, the non-represented position of Assistant Chief of Airport Rescue and
17 Fire Fighting does not work a 40-hour per week schedule but works a schedule that averages
18 out to 52 hours per week totaling 260 hours over a 35-day cycle; now, therefore,
19

20 BE IT RESOLVED, that the Milwaukee County Board of Supervisors does hereby
21 approve the following:

22 AN ORDINANCE
23

24 The County Board of Supervisors of the County of Milwaukee does ordain as follows:
25

26 SECTION 1. Section 17.16(1)(i) is hereby created, as follows:
27

28 (i) Notwithstanding 17.16(1)(b), employees holding the position of Assistant Chief of
29 Airport Rescue and Fire Fighting shall be compensated for overtime accrued only after the
30 260th hour worked in a 35-day pay cycle and may only liquidate accrued overtime as
31 compensatory time off unless approved by the DAS Director of Human Resources.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 5/9/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Amend Ordinance 17.16(1) of the Milwaukee County Code of General Ordinances regarding overtime compensation for five non-represented Assistant Chief of Airport Rescue & Fire Fighting positions

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	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.

A. The Department of Transportation & Public Works, Airport Division (Airport) is requesting to amend Ordinance 17.16(1) of the County Code of General Ordinances relating to overtime compensation for five Assistant Chief of Airport Rescue & Fire Fighting positions (title code 064290), by requiring that these positions not earn overtime until after the 260th hour worked in a 35-day pay cycle. This request is being made due to the unique work schedule of the positions in order to provide management oversight 24 hours per day, seven days per week.

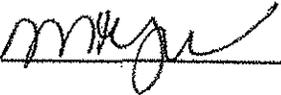
B. There is no anticipated cost increase or savings due to this specific action. Only one of the five positions is currently filled, and that person works a standard 40 hour workweek and does not earn significant overtime. There is significant cost avoidance, in that if the positions were filled and working the proposed 52 hour work week, there would be significant overtime earned.

C. There are no budgetary impacts in the current year.

D. The figures above are based on existing staffing levels.

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 DAS-Fiscal, Josh Fudge

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

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

DATE : May 17, 2011

TO : Supervisor Joe Sanfelippo, Chairman, Personnel Committee

FROM : Candace M. Richards, Interim Director of Human Resources
 Gerald J. Schroeder, Interim Director of Employee Benefits

Candace M. Richards


SUBJECT : **From the Interim Directors of the Division of Human Resources and the Division of Employee Benefits, submitting an informational report regarding pension and employee benefits relating to the rehiring of prior County employees. (Informational only unless otherwise directed by the Committee)**

1. **How are benefits – sick allowance and vacation, primarily – re-established for employees who return to service after a period of absence, including those employees who have retired?**

The Division of Human Resources implements the following provisions of the Milwaukee County General Ordinance when former employees are rehired to a position with the County or return to active employment after a period of retirement:

MCGO 17.17 (1) “Vacations and Holidays” allows annual leave with pay to serve as vacation based on an employee’s years of service with Milwaukee County. Years of service includes any credible pension service earned with Milwaukee County, the State of Wisconsin or any municipality within the State of Wisconsin. Any employee returning after an involuntarily separation from Milwaukee County employment shall not be entitled to any prior service credit for the purposes of vacation entitlement. This provision also applies to new hires with credible pension service earned while employed by other municipalities or the State of Wisconsin.

MCGO 17.18 (9) “Leave of Absence with pay on account of illness or other special causes”, allows for the reinstatement of sick leave hours to former employees, except those who were discharged after hearing before the Personnel Review Board or resigned prior to such hearing. Specifically, the ordinance reads “former employees, who return to active employment with Milwaukee County shall have any canceled leave restored. Retirees who received retirement leave under the provisions of 17.183 (Retirement Leave) shall not be eligible for the restoration of such leave upon return to active employment.”

May 17, 2011

Supervisor Joe Sanfelippo, Chairman, Personnel Committee

From the Interim Directors of the Division of Human Resources and the Division of Employee Benefits, submitting an informational report regarding pension and employee benefits relating to the rehiring of prior County employees.

Page 2

2. What are the effects on the pension for a retiree who returns as a County employee? What happens to the existing pension and how are future benefits calculated?

When a County retiree returns to work as an active employee, that member is considered a re-employment. Milwaukee County Ordinance 201.24, Sections 11.1 and 11.2 addresses re-employment of both former and retired members. Under this Ordinance, re-employed members can be restored to membership in the Employees' Retirement System (ERS) provided they are vested and have not withdrawn their membership account. Under re-employment, the earning of service credit resumes. This can result in the recalculation of the ERS pension upon subsequent re-retirement.

Upon re-employment, pension payments and retirement status are suspended. The retirement is not rescinded; no such condition exists in Ordinance or ERS Procedures. At this point the member is paid as an active County employee. Upon subsequent re-retirement, the pension is recalculated using the new service credit and earnings. The pension formula doesn't change for recalculation. ERS merely combines the previous service credit with the additional service credit earned. This provides a new service credit total that is used in the pension formula. The original three highest consecutive years of earnings, is reviewed to include the additional pay as appropriate. Should the result be a new final average salary, this amount is included in the recalculated pension.

Re-employment does not allow for any retirement conditions to be altered, such as options elected or beneficiaries selected. It does not modify previously determined eligibility or ineligibility for benefits or incentives. If the re-employed member was paid a backdrop payment upon original retirement, the backdrop is not recalculated. Members that retired under the City/County Transfer program and subsequently become re-employed at the County will be calculated at the time of retirement in the same fashion as all other re-employed members. City/County Transfer determination is a point-in-time process that is never again revisited.

3. How are vacation and sick allowance accruals handled at termination or retirement?

The following provisions of the MCO and Civil Service Rules are implemented when employees retire, resign, or are terminated from Milwaukee County service:

MCGO 17.184 "Sick allowance balance upon retirement", states that employees whose Membership in the ERS began prior to January 1, 1994, shall receive accrued sick allowance at the time of retirement, and that the total payment shall equal the total hours of sick pay accrued at time of retirement times the hourly rate applicable to the valuation of sick pay at the

May 17, 2011

Supervisor Joe Sanfelippo, Chairman, Personnel Committee

From the Interim Directors of the Division of Human Resources and the Division of Employee Benefits, submitting an informational report regarding pension and employee benefits relating to the rehiring of prior County employees.

Page 3

time of the employee's retirement. For non-represented employees and elected officials, sick allowance is paid out for the first 400 hours and at 16 hours for every 100 hours or fraction thereof. Payments are made in a lump sum, and not included in the member's final average salary for pension calculation purposes.

For employees whose membership in the ERS began on or after January 1, 1994, the full value of the accrued sick allowance is credited toward the cost of health insurance after retirement. For non-represented staff and elected officials, sick leave hours are credited toward health insurance at the rate of 400 hours and at 16 hours for every 100 hours or fraction thereof.

Civil Service Rule VIII, Section 3, (5), states "an employee retiring from service may be granted his/her entire vacation balance prior to his/her retirement, provided he/she is entitled to such vacation under the provisions of these rules".

Employees terminating or resigning employment with Milwaukee County are paid out for all eligible vacation hours provided he/she has earned said hours in accordance with MCGO 17.17 "Vacation and Holidays". An employee's sick leave balance is not paid out under this provision.

Employees resigning in absentia or employees discharged by the Personnel Review Board are not paid for accrued vacation or personal days, but are eligible for any overtime accrued and holiday pay earned.

Cc: Chris Abele, County Executive
George Aldrich, Chief of Staff, County Executive's Office
C. J. Pahl, Acting Fiscal & Budget Administrator
Rick Ceschin, Senior Research Analyst
Jodi Mapp, Committee Clerk

COUNTY OF MILWAUKEE
DAS – Division of Employee Benefits
 INTER-OFFICE COMMUNICATION

DATE : May 2, 2011

TO : Supervisor John Thomas, Chair, Finance & Audit Committee
 Supervisor Joe Sanfelippo, Chair, Personnel Committee

FROM : Gerald J. Schroeder, Interim Director – Employee Benefits Division



SUBJECT: **Informational report from the Interim Director, Employee Benefits Division, regarding dependent eligibility audits. No action required.**

In the 2011 operating budget, the Department of Audit and the Employee Benefits Division were tasked with developing the process for an audit of dependent benefits eligibility and releasing an RFP to an external administrator to conduct the audit on the County's behalf.

The Employee Benefits Division, working in conjunction with the Director of Audits, provided an update on the progress of this RFP in the March and April committee cycles, indicating the pending actions by the State would impact the timing of the RFP release, the completion of the audit, and the potential return on this investment. However, in the continued absence of certitude on when the State law will take effect, the Benefits Division is proceeding with this project.

A draft RFP has been completed and reviewed by the Employee Benefits Division and the Department of Audit. The RFP allows for flexibility in the scope of the audit to include proposals for a one-time audit of dependent record, as well as ongoing eligibility verification services. The tentative timeframe in the RFP allows time for the completion of the medical RFP and time to evaluate the effect of SB10 on this project. It also allows the audit project to leverage Milwaukee County's open enrollment activities to aid in the employee and retiree communication efforts.

Amnesty Period:

Literature on dependent eligibility audits recommends offering an amnesty period to employees and retirees prior to the initial audit period. This places the focus on cleaning up eligibility records rather than the punitive aspect. Generally, the employer would waive any employment or financial ramifications related to past coverage for people who voluntarily remove ineligible dependents.

While typically recommended, the decision to offer an amnesty period is ultimately at the County's discretion and can be revisited for the initial audit or future audits.

May 2, 2011

Supervisor John Thomas, Chair, Finance & Audit Committee

Supervisor Joe Sanfelippo, Chair, Personnel Committee

**Informational report from the Interim Director, Employee Benefits
Division, regarding dependent eligibility audits**

Page 2

Tentative Timeline:

Activity	Proposed Timeline
Release RFP	June 20, 2011
Intent to Bid and questions from bidders due	July 1, 2011
Proposals due to Milwaukee County	July 15, 2011
Notification of finalist selections	July 22, 2011
Finalist presentations	TBA
Final Vendor Selection	TBA
Approval of Scope / Contract	September Committee Cycle
Communication / Education	October 2011
Amnesty Period	November 2011
Audit Period / Procurement of Documents	February 2012 – March 2012
Conclusion	April 2012

The RFP will follow the procedures outlined in Chapter 56.30 of the Milwaukee County Code of Ordinances, and the successful bidder will be required to comply with the Disadvantaged Business Enterprise (DBE) policy defined in CFR 49 Part 23 and 26 and Chapter 42 of the Milwaukee County Ordinances.

GJS/MH:hmf

Cc: Jerome Heer, Director of Audits
C. J. Pahl, Acting Fiscal & Budget Administrator
John Jorgensen, Corporation Counsel
Rick Ceschin, Senior Research Analyst, County Board
Steve Cady, Fiscal and Budget Analyst, County Board
Carol Mueller, Chief Committee Clerk
Jodi Mapp, Personnel Committee Clerk

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(ITEM) From the Employee Benefits Workgroup, requesting authorization to implement, as soon as permitted by law, wage and benefit policies for active employed members of AFSCME District Council 48 by amending Sections 17.10, 17.14, and 17.16 of the Milwaukee County Code of General Ordinances, by recommending adoption of the following:

AN AMENDED RESOLUTION/ORDINANCE

WHEREAS, the Employee Benefits Workgroup recommends implementing provisions of the 2010 and 2011 Adopted Budgets, Org. Unit 1972 – Wage and Benefit Modifications, for non-public safety collective bargaining units, and to propose a pro rata reduction in furlough days for active employees represented by AFSCME District Council 48, all of which are contingent upon the legal effective date of 2011 Wisconsin Act 10; and

WHEREAS, the 2010 Adopted Budget for Org. Unit 1972 – Wage and Benefit Modifications, included wage, health and pension modifications for all employees, including:

1. An increase in the normal retirement age for new members of the Employee Retirement System (ERS) from age 60 to age 64,
2. A reduction in the annual pension service credit multiplier for members of the ERS for all future years from 2.0% to 1.6%,
3. The elimination of incremental wage and salary advancements for calendar year 2010,
4. Increases in employee premium contributions and certain co-pay and deductible amounts under the Milwaukee County Group Health Benefit Plan, and
5. Changes to overtime compensation in accordance with the Fair Labor Standards Act

;and

WHEREAS, these modifications were implemented in 2010 for non-represented employees (File No. 09-471) and are contained in collective bargaining agreements with some of the unions representing non-public safety county employees; and

APPROVED AS TO FORM


CORPORATION COUNSEL

37 WHEREAS, employees represented by AFSCME District Council 48 have been
38 working under a status quo continuation of the collective bargaining agreement with
39 Milwaukee County that expired December 31, 2008; and

40 WHEREAS, the Milwaukee County 2011 Adopted Budget imposed up to 26
41 furlough days for employees represented by AFSCME DC48 in the absence of a new
42 collective bargaining agreement containing the modifications set forth above or equivalent
43 fiscal savings; and

44 WHEREAS, 2011 Wisconsin Act 10, known as the Budget Repair Bill, contains
45 provisions that prohibit collective bargaining over non-base wage and benefit items for
46 non-public safety employees and that implement a mandatory pension contribution; and

47 WHEREAS, upon the effective date of 2011 Wisconsin Act 10, the County will have
48 the authority to immediately implement the modifications listed above from the 2010
49 Adopted Budget for Org. Unit 1972 for AFSCME DC 48 employees and will be required by
50 that law to immediately begin collection of pension contributions from nonrepresented
51 employees, elected officials and AFSCME DC 48 employees; and

52 WHEREAS, with the implementation of these changes and the mandatory pension
53 contributions, Milwaukee County will realize previously budgeted wage and benefit
54 savings, permitting the elimination of a portion of the 26 furlough days imposed on
55 members of AFSCME DC 48; and

56 WHEREAS, because the increase in the normal retirement age for new members of
57 the ERS and the reduction in the annual pension service credit multiplier from 2.0% to
58 1.6% for members of AFSCME DC48 will require an actuarial review prior to
59 implementation, and such review has been requested but not yet completed, those
60 provisions of the 2010 wage and benefit modifications are not recommended at this time;
61 and

62 WHEREAS, upon the effective date of 2011 Wisconsin Act 10 or the expiration of
63 other non-public safety collective bargaining agreements on December 31, 2011,
64 whichever is later, the County will be authorized to implement the wage and benefit
65 modifications outlined herein, along with those contained in the 2011 Adopted Budget, as
66 well as other subsequent policy directives adopted by action of the County Board and
67 County Executive; now, therefore,

68 BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby
69 authorizes and directs the Department of Administrative Services to implement, as soon as
70 permitted by law, the following wage and benefit policies for active employed members of
71 AFSCME District Council 48:

72 1. The Milwaukee County 2010 Group Health Benefit Plan

- 73 2. The elimination of incremental wage and salary advancements for one year and
74 one day
- 75 3. Changes to overtime compensation in accordance with the Fair Labor
76 Standards Act;

77 BE IT FURTHER RESOLVED, that a pension contribution, as required by 2011
78 Wisconsin Act 10, shall be implemented as soon as legally required for nonrepresented
79 employees, elected officials and AFSCME DC 48 employees, in the amount of 6.0% during
80 the 2011 payroll year; and

81 BE IT FURTHER RESOLVED, that the 2011 Adopted Budget policy of imposing 26
82 furlough days on members of AFSCME District Council 48 shall be modified on a pro rata
83 basis to coincide with the implementation date of wage and benefit modifications
84 contained herein, once permitted on the effective date of 2011 Wisconsin Act 10; and

85 BE IT FURTHER RESOLVED, to codify these changes, the Milwaukee County
86 Board of Supervisors hereby amends Sections 17.10, 17.14, and 17.16 of the Milwaukee
87 County Code of General Ordinances by adopting the following:

88 **AN ORDINANCE**

89 The County Board of Supervisors of the County of Milwaukee does ordain as
90 follows:

91 **SECTION 1.** Section 17.10 of the General Ordinances of Milwaukee County is amended
92 as follows:

93 **17.10. Advancement within a pay range.**

94 The incumbent of a position shall be advanced to the next highest rate of pay in the pay
95 range provided for the classification only upon meritorious completion of two thousand
96 eighty (2,080) straight time hours paid. Deviation from this requirement is permissible
97 under the following conditions:

- 98 (1) A department head may permit an employe to be advanced one (1) additional step
99 in the range if advancement to the next highest rate above the rate originally
100 received results in a pay increase of less than twenty-one cents (\$0.21) per hour.
- 101 (2) The director of human resources may approve the request of any department head
102 to advance a promoted employe or incumbent of a reclassified position one (1)
103 additional step in the range if the employe would have advanced in the
104 classification from which they were promoted to the same rate of pay within ninety
105 (90) days of the promotion. The decision of the director may be appealed to the
106 committee on personnel within thirty (30) days of notice. The decision of the

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county board on the committee recommendation, subject to review by the county executive, shall be final.

(3) Department heads:

- (a) Who have adopted the annual performance appraisal system revised in 1986 and approved by the director of human resources may advance an employe who has exhibited exemplary performance up to two (2) steps in the pay range providing the director has verified that the performance evaluation system has been implemented in the appropriate manner. Such advancements shall be implemented in accordance with subsection (4) of this section.
- (b) May request an advancement in the pay range for an employe who holds a position which is critical to the operation of their department if the request is necessary to retain the employe in county service. The request may be implemented upon approval of the director, in accordance with subsection (4) of this section.
- (c) In subsections (a) and (b) above the decision of the director of human resources may be appealed to the committee on personnel within thirty (30) days of notice. The decision of the county board on the committee's recommendation, subject to review by the county executive, shall be final and shall be implemented the first day of the first pay period following review by the county executive, or in the event of a veto, final county board action.

(4) Monthly while any advancements within a pay range requested by departments, pursuant to subsections (3)(a) and (3)(b) are pending, the director of human resources shall provide a report to the committee on personnel which lists all such advancements which the director intends to approve, along with a fiscal note for each. This report shall be distributed to all county supervisors and placed on the committee agenda for informational purposes. If a county supervisor objects to the decision of the director within seven (7) working days of receiving this report the advancement shall be held in abeyance until resolved by the county board, upon recommendation of the committee, and subsequent county executive action. If no county supervisor objects, the advancement shall be implemented the first day of the first pay period following the meeting of the committee. In the event the county board takes no action on an advancement, after receipt of a recommendation from the committee, the advancement shall be implemented the first day of the first pay period following action by the county executive or, in the event of a veto, final county board action.

(5) From January 1, 2010 through December 31, 2011, notwithstanding any other provisions of this code, incumbents of a position not represented by a collective bargaining unit who would have received an advance in the pay range upon the meritorious completion of two thousand eighty (2,080) hours, shall be advanced to the next highest rate of pay in the pay range provided for the classification only upon meritorious completion of an additional four thousand one hundred and sixty

150 (4,160) straight-time hours for full-time positions, and a prorated fraction thereof for
151 employees whose scheduled work week is less than forty (40) hours or who began
152 employment after January 1, 2010. The intent of this section is to temporarily
153 suspend incremental salary advancements for nonrepresented employees for 2010
154 and 2011, consistent with the terms of the 2010 and 2011 Adopted Budget.
155 (6) From the effective date of 2011 Wisconsin Act 10 until one year and one day
156 thereafter, notwithstanding any other provisions of this code, incumbents of a
157 position represented by the American Federation of State, County and Municipal
158 Employees District Council 48 who would have received an advance in the pay
159 range upon the meritorious completion of two thousand eighty (2,080) hours, shall
160 be advanced to the next highest rate of pay in the pay range provided for the
161 classification only upon meritorious completion of an additional two thousand and
162 eighty (2080) straight-time hours for full-time positions, and a prorated fraction
163 thereof for employees whose scheduled work week is less than forty (40) hours or
164 who began employment after the legal effective date of 2011 Wisconsin Act 10.
165 The intent of this section is to temporarily suspend incremental salary
166 advancements for employees represented by District Council 48 for one year
167 consistent with the terms of the 2011 Adopted Budget.
168

169 **SECTION 2.** Section 17.14 of the General Ordinances of Milwaukee County is amended
170 as follows:
171

172 **17.14. Employment definitions.**

173 (8) Milwaukee County Group Health Benefit Program for actively employed members
174 represented by AFSCME District Council 48. Changes to Section 17.14(8) shall become
175 effective as soon as administratively possible following the legal adoption of 2011
176 Wisconsin Act 10.
177

178 (a) Health and dental benefits shall be provided for in accordance with the terms
179 and conditions of the current plan document and the group administrative
180 agreement for the Milwaukee County Health Insurance Plan or under the terms and
181 conditions of the insurance contracts of a Managed Care Organization (HMO)
182 approved by the county.

183 (b) All health care provided shall be subject to utilization review.

184 (c) Eligible employees may choose health benefits for themselves and their
185 dependents under a preferred provider organization (county health plan or PPO) or
186 HMO approved by the county.

187 (d) Eligible employees enrolled in the PPO or HMO shall pay a monthly amount
188 toward the monthly cost of health insurance as described below:

- 189 (1) Employees enrolled in the HMO comparable plan shall pay fifty
190 dollars (\$50.00) per month toward the monthly cost of a single plan
191 and one hundred dollars (\$100.00) per month toward the monthly
192 cost of a family plan.
193 (2) Employees enrolled in the PPO comparable plan shall pay ninety
194 dollars (\$90.00) per month toward the monthly cost of a single plan
195 and one hundred eighty dollars (\$180.00) per month toward the
196 monthly cost of a family plan.
197 (3) The appropriate payment shall be made through payroll deductions.
198 When there are not enough net earnings to cover such a required
199 contribution, and the employee remains eligible to participate in a
200 health care plan, the employee must make the payment due within
201 ten (10) working days of the pay date such a contribution would have
202 been deducted. Failure to make such a payment will cause the
203 insurance coverage to be canceled effective the first of the month for
204 which the premium has not been paid.
205 (4) The county shall deduct employees' contributions to health insurance
206 on a pre-tax basis pursuant to a section 125 plan.
207 (5) The county shall establish and administer flexible spending accounts
208 (FSAs) for those employees who desire to pre-fund their health
209 insurance costs as governed by IRS regulations. The county retains the
210 right to select a third party administrator.

211 (e) In the event an employe who has exhausted accumulated sick leave is placed
212 on leave of absence without pay status on account of illness, the county shall
213 continue to pay the monthly cost or premium for the PPO or HMO chosen by the
214 employe and in force at the time leave of absence without pay status is requested, if
215 any, less the employe contribution during such leave for a period not to exceed one
216 (1) year. The one-year period of limitation shall begin to run on the first day of the
217 month following that during which the leave of absence begins. An employe must
218 return to work for a period of sixty (60) calendar days with no absences for illness
219 related to the original illness in order for a new one-year limitation period to
220 commence.

221 (f) Where both husband and wife are employed by the county, either the husband
222 or the wife shall be entitled to one (1) family plan. Further, if the husband elects to
223 be the named insured, the wife shall be a dependent under the husband's plan, or if
224 the wife elects to be the named insured, the husband shall be a dependent under
225 the wife's plan. Should neither party make an election the county reserves the right
226 to enroll the less senior employe in the plan of the more senior employe. Should
227 one (1) spouse retire with health insurance coverage at no cost to the retiree, the
228 employed spouse shall continue as a dependent on the retiree's policy, which shall
229 be the dominant policy.

230 (g) Coverage of enrolled employes shall be in accordance with the monthly
231 enrollment cycle administered by the county.

232 (h) Eligible employes may continue to apply to change their health plan to one (1)
233 of the options available to employes on an annual basis. This open enrollment shall
234 be held at a date to be determined by the county and announced at least forty-five
235 (45) days in advance.

236 (i) The county shall have the right to require employes to sign an authorization
237 enabling non-county employes to audit medical and dental records. Information
238 obtained as a result of such audits shall not be released to the county with employe
239 names unless necessary for billing, collection, or payment of claims.

240 (j) Amendments to the Public Health Service Act applies federal government
241 (COBRA) provisions regarding the continuation of health insurance to municipal
242 health plans. Milwaukee County, in complying with these provisions, shall collect
243 the full premium from the insured, as allowed by law, in order to provide the
244 continued benefits.

245 (k) The county reserves the right to establish a network of providers. The network
246 shall consist of hospitals, physicians, and other health care providers selected by the
247 county. The county reserves the right to add, modify or delete any and all providers
248 under the network.

249 (n) All eligible employes enrolled in the PPO shall have a deductible equal to the
250 following:

251 (1) The in-network deductible shall be two hundred fifty dollars (\$250.00)
252 per insured, per calendar year; seven hundred fifty dollars (\$750.00) per
253 family, per calendar year.

254 (2) The out-of-network deductible shall be five hundred dollars (\$500.00)
255 per insured, per calendar year; one thousand five hundred dollars
256 (\$1,500.00) per family, per calendar year.

257 (o) All eligible employes and/or their dependents enrolled in the PPO shall be
258 subject to a twenty-dollar (\$20.00) in-network office visit co-payment or a forty-
259 dollar (\$40.00) out-of-network office visit for all illness or injury related office visits.
260 The in-network office visit co-payment shall not apply to preventative care which
261 includes prenatal, baby-wellness, and physicals, as determined by the plan

262 (p) All eligible employes and/or their dependents enrolled in the PPO shall be
263 subject to a co-insurance co-payment after application of the deductible and/or
264 office visit co-payment.

265 (1) The in-network co-insurance co-payment shall be equal to ten (10)
266 percent of all charges subject to the applicable out-of-pocket maximum.

267 (2) The out-of-network co-insurance co-payment shall be equal to thirty (30)
268 percent of all charges subject to the applicable out-of-pocket maximum.

269 (q) All eligible employees enrolled in the PPO shall be subject to the following out-
270 of-pocket expenses including any applicable deductible and percent co-payments to
271 a calendar year maximum of:

272 (1) Two thousand dollars (\$2,000.00) in-network under a single plan.

273 (2) Three thousand five hundred dollars (\$3,500.00) in-network under a
274 family plan.

275 (3) Three thousand five hundred dollars (\$3,500.00) out-of-network under a
276 single plan.

277 (4) Six thousand dollars (\$6,000.00) out-of-network under a family plan.

278 (5) Office visit co-payments are not limited and do not count toward the
279 calendar year out-of-pocket maximum(s).

280 (6) Charges that are over usual and customary do not count toward the
281 calendar year out-of-pocket maximum(s).

282 (7) Prescription drug co-payments do not count toward the calendar year
283 out-of-pocket maximum(s).

284 (8) Other medical benefits not described in (q)(5), (6), and (7) shall be paid
285 by the health plan at one hundred (100) percent after the calendar year out-
286 of-pocket maximum(s) has been satisfied.

287 (r) All eligible employees and/or their dependents enrolled in the PPO shall pay a
288 one hundred dollar (\$100.00) emergency room co-payment in-network or out-of-
289 network. The co-payment shall be waived if the employee and/or their dependents
290 are admitted directly to the hospital from the emergency room. In-network and out-
291 of-network deductibles and co-insurance percentages apply.

292 (s) All eligible employees and/or their dependents enrolled in the PPO or HMO
293 shall pay the following for a thirty (30) day prescription drug supply at a
294 participating pharmacy:

295 (1) Five dollar (\$5.00) co-payment for all generic drugs.

- 296 (2) Twenty dollar (\$20.00) co-payment for all brand name drugs on the
297 formulary list.
- 298 (3) Forty dollar (\$40.00) co-payment for all non-formulary brand name
299 drugs.
- 300 (4) Non-legend drugs may be covered at the five dollar (\$5.00) generic co-
301 payment level at the discretion of the plan.
- 302 (5) The plan shall determine all management protocols.
- 303 (t) All eligible employes and/or their dependents enrolled in the HMO shall be
304 subject to a ten-dollar (\$10.00) office visit co-payment for all illness or injury related
305 office visits. The office visit co-payment shall not apply to preventative care. The
306 county and/or the plan shall determine preventative care.
- 307 (u) All eligible employes and/or their dependents enrolled in the HMO shall pay a
308 one-hundred-dollar (\$100.00) co-payment for each in-patient hospitalization. There
309 is a maximum of five (5) co-payments per person, per calendar year.
- 310 (v) All eligible employes and/or their dependents enrolled in the HMO shall pay
311 fifty (50) percent co-insurance on all durable medical equipment to a maximum of
312 fifty dollars (\$50.00) per appliance or piece of equipment.
- 313 (w) All eligible employes and/or their dependents enrolled in the HMO shall pay a
314 one hundred dollar (\$100.00) emergency room co-payment (facility only). The co-
315 payment shall be waived if the employe and/or their dependents are admitted to the
316 hospital directly from the emergency room.
- 317 (x) The health plan benefits for all eligible employes and/or their dependents for
318 the in-patient and out-patient treatment of mental and nervous disorders, alcohol
319 and other drug abuse (AODA) will be consistent with the mandates of the Federal
320 mental health parity act.
- 321 (y) Each calendar year, the county shall pay a cash incentive of five hundred
322 dollars (\$500.00) per contract (single or family plan) to each eligible employe who
323 elects to dis-enroll or not to enroll in a PPO or HMO. Any employe who is hired on
324 and after January 1, and who would be eligible to enroll in health insurance under
325 the present county guidelines who chooses not to enroll in a county health plan
326 shall also receive five hundred dollars (\$500.00). Proof of coverage in a non-
327 Milwaukee County group health insurance plan must be provided in order to
328 qualify for the five hundred dollars (\$500.00) payment. Such proof shall consist of a
329 current health enrollment card.

330 (1) The five hundred dollars (\$500.00) shall be paid on an after tax basis.
331 When administratively possible, the county may convert the five hundred
332 dollars (\$500.00) payment to a pre-tax credit which the employe may use as
333 a credit towards any employe benefit available within a flexible benefits
334 plan.

335 (2) The five hundred dollars (\$500.00) payment shall be paid on an annual
336 basis by payroll check no later than April 1 of any given year to qualified
337 employes on the county payroll as of January 1. An employe who loses
338 his/her non-county health insurance coverage may elect to re-join the county
339 health plan. The employe would not be able to re-join an HMO until the
340 next open enrollment period. The five hundred dollars (\$500.00) payment
341 must be repaid in full to the county prior to coverage commencing. Should
342 an employe re-join a health plan he/she would not be eligible to opt out of
343 the plan in a subsequent calendar year.

344 (z) The provisions of C.G.O. 17.14(8) shall not apply to seasonal and hourly
345 employes. An hourly employe shall be considered to be one who does not work a
346 uniform period of time within each pay period and shall include an employe who
347 works a uniform period of time of less than twenty (20) hours per week.

348 (aa) The provisions of 17.14(8) shall apply to employes on an unpaid leave of
349 absence covered by workers compensation.

350 (9) *County dental benefit plan and dental maintenance organizations.* Employes who
351 are eligible for group hospital and medical benefits under the provision of subsection (7) or
352 subsection (8) of this section shall also be entitled to dental benefits upon application in
353 accordance with enrollment procedures established by the county, except that retired
354 members of the county retirement system shall not be eligible for dental benefit coverage.
355 Eligible employes may enroll in the county dental benefit plan (fee for service) or a dental
356 maintenance organization approved by the county.

357
358 **SECTION 3.** Section 17.16 of the General Ordinances of Milwaukee County is amended
359 as follows:

360 **17.16. Overtime compensation.**

361 This section shall be applied in the following manner, and consistent with collective
362 bargaining agreements and state and federal regulations:

363 (1) Employes may be assigned to overtime work provided that such overtime shall be
364 limited to emergency conditions which endanger the public health, welfare or safety; or
365 for services required for the protection or preservation of public property; or to perform
366 the essential functions of a department which cannot be performed with the personnel

367 available during normal work hours, either because of vacancies in authorized
368 positions or because of an abnormal peak load in the activities of the department; or for
369 other purposes which specific provision for overtime compensation has been made by
370 the county board. Employees required to work overtime shall be compensated as
371 follows:

- 372 a) Employees represented by a collective bargaining unit shall be compensated for
373 overtime in accordance with provisions of the Fair Labor Standards Act and the
374 respective collective bargaining agreement.
- 375 b) Employees who are not represented by a collective bargaining unit shall be
376 compensated for overtime as follows: employees holding positions which are non-
377 exempt from the Fair Labor Standards Act shall receive time and one-half for all
378 hours worked over forty (40) hours per week regardless of the pay range to which
379 the position held is assigned. Employees holding a position exempt from the Fair
380 Labor Standards Act who are not in an executive classification shall be compensated
381 for overtime for all hours worked in excess of forty (40) hours in a week on a
382 straight time basis and may only liquidate accrued overtime as compensatory time
383 off unless approved by the DAS director of human resources who shall also provide
384 the personnel committee with quarterly reports of all overtime that is paid rather
385 than used as compensatory time off.
- 386 c) Employees holding positions authorized on a seasonal basis shall receive time and
387 one-half for all hours worked in excess of forty (40) hours per week.
- 388 d) Unless a collective bargaining agreement deems otherwise, an appointing authority
389 may approve payment, or the accrual of compensatory time, for overtime. However,
390 no employee may accrue more than two hundred forty (240) hours of compensatory
391 time, unless permitted by the provisions of the Fair Labor Standards Act.
- 392 e) Employees holding positions which are covered by the annual work year who are
393 eligible for time and one-half overtime shall receive payment for the half time
394 portion of the overtime and shall accrue the straight time portion of the overtime as
395 compensatory time, up to a maximum of two hundred forty (240) hours of
396 compensatory time, after which all overtime shall be paid.
- 397 f) Elected officials, members of boards and commissions, and employees compensated
398 on a per diem, per call or per session basis shall not be compensated for overtime.
- 399 g) Employees included in the executive compensation plan are to be considered
400 salaried employees and therefore are not eligible for accrual of compensatory time or
401 payment of overtime. Executive level employees shall be expected to work sufficient
402 hours to perform their assigned duties effectively.
- 403 h) Unless overtime is required in accordance with the provisions of the Fair Labor
404 Standards Act, employees shall not receive overtime for hours worked, or credited, in
405 excess of eight (8) hours per day or forty (40) hours per week, if such overtime is
406 due to holding dual employment status.

407 (2) Under the conditions specified for emergency overtime, employees may be permitted
408 to work on holidays or during vacation periods without compensatory time and receive
409 double time for each day so worked provided that only the hours actually worked on

- 410 each of these days shall be considered in any computation of overtime for the biweekly
411 period in which they occurred; except that
- 412 a) Physicians and psychiatrists employed in the classified service shall receive time
413 and-one-half for each holiday so worked, if such compensation is so authorized by
414 the provisions of section 17.36.
- 415 (3) No payment shall be made for overtime unless funds have been provided for such
416 payment in the appropriation for personal services or unless a surplus exists in such
417 appropriation, by reason of vacancies and turnover in authorized positions.
- 418 (4) The director of human resources may review the time records submitted by the
419 departments for the purpose of determining the extent to which overtime is being
420 worked and compensation time allowed; and may require the heads of departments to
421 submit reports, supplementary information or other data relative to the need for
422 overtime work; may investigate the cause and justification for such overtime; and may
423 prescribe such rules or regulations as in his/her opinion are necessary to control and
424 restrict overtime to emergency conditions. The director is further empowered to
425 recommend changes in procedure or administrative practices which in his/her opinion
426 will eliminate the need for overtime work, and to report to the appropriate committee
427 of the county board instances in which the department head refuses to comply with the
428 recommendations.
- 429 (5) Upon the legal effective date of 2011 Wisconsin Act 10, the provisions of sections
430 17.16(1)-(4) shall also apply to employees represented by American Federation of
431 State, County and Municipal Employees District Council 48 in the same manner that
432 those sections apply to nonrepresented employees, notwithstanding any bargaining unit
433 representation by, or any collective bargaining agreement with, American Federation of
434 State, County and Municipal Employees District Council 48, or any language to the
435 contrary in sections (1)-(4) above.
- 436 (6) Upon the legal effective date of 2011 Wisconsin Act 10 or January 1, 2012, whichever
437 is later, the provisions of sections 17.16(1)-(4) shall also apply to employees
438 represented by District No. 10 of the International Association of Machinists and
439 Aerospace Workers; the Technicians, Engineers and Architects of Milwaukee County;
440 the Federation of Nurses and Health Professionals; the Building Trades of Milwaukee
441 County and the Association of Milwaukee County Attorneys, in the same manner that
442 those sections apply to nonrepresented employees, notwithstanding any bargaining unit
443 representation by, or any collective bargaining agreement with, those bargaining units,
444 or any language to the contrary in sections (1)-(4) above.

**-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION**

DATE : April 27, 2011

TO : Supervisor Lee Holloway, Chairman, Board of Supervisors

FROM : Cynthia Pahl, Interim Fiscal and Budget Administrator, Department of Administrative Services

SUBJECT : Request to Create two positions (1.0 FTE) of Administrative Secretary 1 – Office Assistant 1Hourly, County Board of Supervisors

REQUEST

The County Board of Supervisors has requested the creation two hourly positions (with a total FTE of 1.0) of Administrative Secretary 1 – Office Assistant 1Hourly.

BACKGROUND/ANALYSIS

The Board of Supervisors has one position of Administrative Secretary 3 – Office Assistant 3 which is currently vacant. That position had previously been underfilled at the level of Administrative Secretary 1. This position is responsible for reception functions, answering the main phone line for the Board and routing phone calls, maintaining and ordering supplies and other general clerical tasks.

Since the position has been vacant, the Board has used temporary help to staff the reception desk. Going forward, it has been determined that the position can be staffed with hourly employees, resulting in a savings in salary and benefit expenses.

FISCAL NOTE

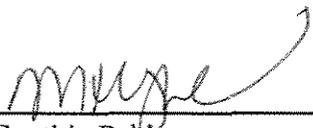
This abolish/create will result in annual salary and social security savings of \$6,744. Annual savings in active fringe benefit costs will amount to \$21,794, for a total saving of \$28,538. In 2011, assuming that hourly employees start June 1, savings would amount to \$16,647.

RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs (DAS) recommends that the request to create two hourly positions of Administrative Secretary 1- Office Assistant 1 be approved.

Prepared by:

David Amenta
278-5330



Cynthia Pahl

Interim Fiscal and Budget Administrator, Department of Administrative Services

Pc: George Aldrich, Chief of Staff, County Executive's Office
Candace Richards, Director of Human Resources
Terry Cooley, Chief of Staff, Board of Supervisors
Stephen Cady, Fiscal and Budget Analyst, County Board
James Tate, Human Resources Analyst, DAS-HR

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(ITEM) Request to create two positions (1.0 FTE) of Administrative Secretary 1 – Office Assistant 1 Hourly in the County Board of Supervisors.

A RESOLUTION

WHEREAS, the County Board of Supervisors has one position of Administrative Secretary 3 – Office Assistant 3 which functions as the main receptionist for the County Board offices, and

WHEREAS, the duties assigned to this position can be performed by two hourly positions of Administrative Secretary 1 – Office Assistant 1 Hourly, and

WHEREAS, the creation of these positions is being requested to enable the County Board to maintain open access to public while reducing expenses for personal services, now therefore

BE IT RESOLVED, that the following position actions are approved for the County Board of Supervisors effective May 30, 2011:

		No. of	Pay
<u>Action</u>	<u>Title</u>	<u>Positions</u>	<u>Range</u>
Abolish	Adm Secy 3 – Office Asst 3	1.0	9M
Create	Adm Secy 1 – Office Asst 1 (Hourly)	2.0	6M

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 4/28/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to Create 1.0 FTE Administrative Secretary 1 – Office Assistant 1 Hourly, County Board of Supervisors

FISCAL EFFECT:

- | | |
|--|--|
| <input 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 checked="" 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	-16,647	-28,538
	Revenue	0	0
	Net Cost	-16,647	-28,538
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. The Board of Supervisors is requesting to Abolish one position of Administrative Secretary 3 – Office Assistant 3 (PR 9M) and to create two hourly positions of (total of 1.0 FTE) Administrative Secretary 1 – Office Assistant 1 Hourly (PR 6M).
 - B. The proposed action would generate salary savings and savings in active fringe benefit costs totaling \$16,647 in 2011 and \$28,538 in future years.
 - C. The proposed action will generate salary savings in the County Board's 2011 budget.
 - D. The current salary for the Administrative Secretary 3 position is based on the amount budgeted in the 2011 Adopted Budget. The hourly employees are assumed to be appointed at first step. The active fringe benefit savings are based on the revised fringe rate distributed by the Controller on 4/13/2011.

Department/Prepared By Davida Amenta

Authorized Signature _____

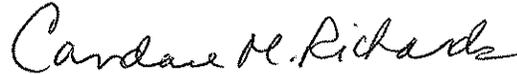
Did DAS-Fiscal Staff Review? Yes No

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
INTER-OFFICE COMMUNICATION

DATE : May 3, 2011

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 County Board has resulted in the following recommendation:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
1000	TBD	2	Administrative Secretary-Office Assistant 1 Receptionist (hourly)	6M	\$25,126 - \$30,645

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Finance
Personnel
BAS / DHR

Referred

APR 21 2011

County Board
Chairman

DATE : April 21, 2011
TO : Milwaukee County Board of Supervisors
FROM : County Board Chairman Lee Holloway
SUBJECT : **Request to abolish one position of Administrative Secretary 1- Office Assistant 1, and to create two positions of Administrative Secretary - Office Assistant (Receptionist) – Part Time**

Request

The following position actions are requested for the office of the County Board (Org. 1000):

1. Abolish one position of Administrative Secretary 1- Office Assistant 1 (86700), PR 9M
2. Create two positions of Administrative Secretary 1- Office Assistant 1 (Receptionist) – Part Time, PR 6M

Background

The County Board currently has one position of Administrative Secretary 1- Office Assistant 1 which functions as main receptionist for the County Board offices.

Principal duties of this position, which are reflected in the current job description for the position, are as follows:

1. Front Desk Receptionist, handling and directing all incoming calls.
2. Announce over public address system the convening of all County Board standing committees and special committees that meet in County Board rooms, and page Supervisors and staff when required.
3. Schedule County Board Room 201-DB for meetings.
4. Order and maintain supply of stamps, and record daily and monthly postage usage.
5. Distribute morning mail, newspapers, flyers, reports and faxes.
6. Assist with bulk mailings and special projects as requested.
7. Post agendas on bulletin board and maintain wall calendar of County Board committee meetings.
8. Maintain reception area / lobby.

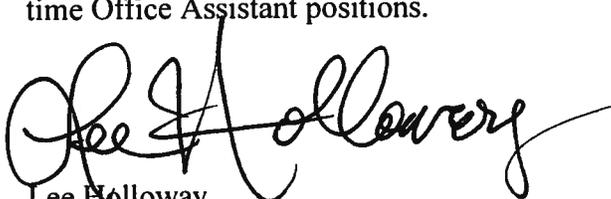
The Office Assistant position currently is vacant. To fill the Receptionist function, the County Board has been contracting with a temporary help service, which has provided the Board with two individuals who alternately staff the front desk. Under this arrangement, the board pays the agency \$15/hour for these services (including overhead charges). While this contract has already produced savings for the Board over what the full time position cost, additional savings can be achieved by hiring directly the two part time temporary help workers. If the board abolished the vacant Office Assistant position and created two part time Office Assistant positions, additional savings could be achieved, as outlined below.

Fiscal Note

Currently, the Office Assistant position has an annual salary cost of \$30,645, plus an active fringe benefit cost of \$27,306, for a total annual cost of \$57,951.06. The temporary help agency contract costs \$15 / hour or approximately \$31,200 annually, for a projected annual savings of \$26,751 over the full time position cost.

Creating two positions of Administrative Secretary 1- Office Assistant 1 (Receptionist) – Part Time (1044 hours annually - PR 6M, Step 1) is projected to cost \$14,714 for the remainder of 2011 and \$25,223 for fiscal year 2012. These costs would be more than offset by abolishing one position of Administrative Secretary 1- Office Assistant 1 (PR 9M). These actions would generate a net annual savings of \$5,977 over the projected temporary help contract cost, and a net annual savings of \$32,728 over the cost of the full time Office Assistant position.

Appropriations are available within the County Board 2011 budget to fund the cost of two part time Office Assistant positions.



Lee Holloway
Chairman, County Board

cc: Members, Finance and Audit Committee
Members, Personnel Committee
C. J. Pahl, Acting Assistant Fiscal and Budget Administrator
Candace Richards, Interim Director, Human Resources
Terrence Cooley, Chief of Staff, County Board

COUNTY OF MILWAUKEE
Interoffice Memorandum

DATE: May 12, 2011

TO: Supervisor Johnny Thomas, Chairman, Committee on Finance and Audit

FROM: Steve Cady, County Board Fiscal & Budget Analyst

SUBJECT: **Request to Create One Position of Accountant 3 and Abolish One Position of Accountant 4-NR (File No. 11-236)**

REQUEST

The Controller, of the Department of Administrative Services (DAS), requests the creation of one position of Accountant 3 and the abolishment of one position of Accountant 4-NR within DAS-Fiscal Affairs, Central Accounting Group, to better reflect job duty needs.

Section 1.16(c) of the County Ordinances requires that requests relating to personnel matters by the Department of Administrative Services be reviewed by County Board staff, with recommendations submitted to the Finance and Audit Committee.

ANALYSIS

The creation of an Accountant 3 position, and the abolishment of an Accountant 4-NR position, is being sought to better align job duties and accounting support needs to the Central Accounting Group within DAS-Fiscal Affairs. This support has been reevaluated after staffing changes in the 2011 Adopted Budget provided for the transfer of one position of Accountant 4 – Treasury Services to DAS Fiscal from the Treasurer's Office. Currently, an Accounting Manager, one position each of Accountant 4, Accountant 5 and Accountant 2 assist the Controller. Vacant accounting positions include one position of Accountant 4-NR and a Deputy Controller.

Many of the duties of the Accountant 4-NR position, that is funded but vacant, have been assumed by the Accountant 4 – Treasury Services that was transferred to DAS – Fiscal Affairs in 2011. The Controller is seeking an Accountant 3 position, rather than an Accountant 4 position, to assist with year-end close and the annual audit. The position will also work closely with department staff on accounting procedures and assisting in preparation of audit work papers for the final audit. The Accountant 3 classification will provide the Controller candidates with the skill set necessary to perform these tasks, while providing a small annual savings in salary costs.

RECOMMENDATION

In order to provide the proper accounting staff for DAS-Fiscal Affairs, it is recommended that the request of the Controller to create one new position of Accountant 3, and the abolishment of one position of Accountant 4-NR within the Central Accounting Group in the Fiscal Affairs Division of the Department of Administrative Services be approved, effective June 11, 2011.

FISCAL IMPACT

If approved, this will decrease personal services and fringe benefits by approximately \$2,974 for the remainder of 2011. For 2012, the full-year savings is approximately \$5,947, based on appointment at the first step in the pay range.

Steve Cady
County Board Fiscal and Budget Analyst

cc: Supervisor, Lee Holloway, Chairman, Milwaukee County Board of Supervisors
County Executive Chris Abele
Supervisor Joe Sanfelippo, Chairman, Personnel Committee
Cynthia Pahl, Interim Assistant Fiscal and Budget Administrator, DAS
Candace Richards, Interim Director, Division of Human Resources
Scott Manske, Controller, DAS
Rick Ceschin, Research Analyst, County Board
Carol Mueller, Chief Committee Clerk
Jodi Mapp, Committee Clerk

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(ITEM) From the Controller, requesting the creation of one position of Accountant 3 and the abolishment of one position of Accountant 4-NR in the Department of Administrative Services-Fiscal Affairs Division, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Controller, of the Department of Administrative Services (DAS), requests the creation of one position of Accountant 3 and the abolishment of one position of Accountant 4-NR within DAS-Fiscal Affairs, Central Accounting Group; and

WHEREAS, the creation of an Accountant 3 position, and the abolishment of an Accountant 4-NR position, is being sought to better align job duties and accounting support needs to the Central Accounting Group; and

WHEREAS, this support has been reevaluated after staffing changes in the 2011 Adopted Budget provided for the transfer of one position of Accountant 4 – Treasury Services to DAS Fiscal from the Treasurer’s Office; and

WHEREAS, many of the duties of the Accountant 4-NR position that is funded but vacant have been assumed by the Accountant 4–Treasury Services that was transferred to DAS–Fiscal Affairs in 2011; and

WHEREAS, the Controller is seeking an Accountant 3 position, rather than an Accountant 4-NR position, to assist with year-end close and the annual audit and to work closely with department staff on accounting procedures and assisting in preparation of audit work papers for the final audit; and

WHEREAS, the Accountant 3 classification will provide the Controller job candidates with the skill set necessary to perform these tasks, while providing a small annual savings in salary costs; now, therefore,

BE IT RESOLVED, that the following position actions are approved for the DAS Fiscal Affairs Division, Central Accounting Group to provide experienced accounting services effective June 11, 2011:

39

40 **Org Unit 1151 – DAS Fiscal Affairs Division**

41

	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
42			
43			
44	Create		
45	Accountant 3	1	21
46			(\$42,936 - \$49,564)
47	Abolish*		
48	Accountant 4-NR	1	25M
49			(\$47,474 - \$53,962)

50 *The Accountant 4–NR shall be abolished after the Accountant 3 position is created and
51 filled.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: May 10, 2011

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to Create One Position of Accountant 3 and Abolish One Position of Accountant 4-NR (File No.11-236)

FISCAL EFFECT:

- | | |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact
<input 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 checked="" 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	-2,974	-5,947
	Revenue	0	0
	Net Cost	-2,974	-5,947
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.

Approval of this resolution will create one position of Accountant 3 and abolish one position of Accountant 4-NR. The salary and fringe benefit savings for the remainder of 2011 (approximately half of the year) are estimated to be \$2,974. For 2012, the estimated full-year savings are estimated to be \$5,947.

This estimate is based on a salary comparison of the first step in the respective pay ranges.

Department/Prepared By Steve Cady, Fiscal and Budget Analyst, County Board

Authorized Signature _____

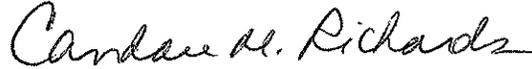
Did DAS-Fiscal Staff Review? Yes No

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 : May 3, 2011

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 Administrative Services-Fiscal Affairs has resulted in the following recommendation:

Org. Unit	Title Code	No. of Positions	Recommended Title	Pay Range	Min/Max of Pay Range
1151	04300	1	Accountant 3	21	\$42,936 - \$49,563

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: April 14, 2011

TO: Chairman Lee Holloway, County Board of Supervisors

FROM: Scott Manske, Controller, Department of Administrative Services 

SUBJECT: Request to Abolish 1.0 FTE Accountant 4 in the Department of Administrative Services – Fiscal Affairs and Create 1.0 FTE Accountant 3

REQUEST

Due to changes in staffing in the 2011 Adopted Budget in the Accounting division of the Department of Administrative Services (DAS) and a reevaluation of duties within the division, it is requested that 1.0 FTE of Accountant 4 be abolished to be replaced with 1.0 FTE of Accountant 3.

BACKGROUND

The 2011 Adopted Budget transferred 1.0 FTE of Accountant 4 – Treasury Services to the Department of Administrative Services (DAS). At this time, the Accounting Division has a funded position of Accountant 4 that is currently vacant. Much of the workload that was previously handled by the Accountant 4 has now been reassigned to the Accountant 4 – Treasury Services. In reviewing the requirements of the Division, specifically surrounding the year-end close and the annual audit, it was determined that the remaining tasks are more suitable to a classification of Accountant 3.

This position will be a resource to department staff on accounting procedures and will assist departments in meeting deadlines relating to year-end close. The position will also assist in preparation of audit workpapers for the final audit.

FISCAL NOTE

The proposed action will result in an annual salary savings of \$4,552.

RECOMMENDATION

The Department of Administrative Services respectfully requests that you refer the attached resolution to the appropriate committees to create a position of Accountant 3 in the DAS.

Milwaukee County Department of Human Resources Position Description	Department of Human Resources Use Only Title of Position: Code:
	Pay Range: Org. Unit: Date Approved and Effective Date:

1. Official Title of Position Accountant 3	5. Name of Present Incumbent
2. Working Title Same	6. Normal Working Hours 8AM to 5PM
2. Pay Range Proposed Salary \$43,101 (budgeted)	7. Is Assignment to any Shift Required? Yes - day
4. Type of Position X Full Time Part Time Seasonal	

8. Department DAS	9. Division Accounting	10. Sub Division
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11. Duties Section. The purpose of this position is to:
 Assist DAS - Central Accounting with ongoing accounting operations, the year-end close and annual audit.

11a. Duties Section. Consequences of position removal are:
 Delay in finalizing the year-end close and diminished ability to assist departmental accounting staff with implementation of accounting standards and procedures.

11b. Duties Section. Describe in detail the work performed. List regular duties first and then special or occasional duties. Show time by hours or percentages.

Time (% of 8 hr day and Freq)	Duties Performed	Required Knowledge, Skill or Ability	*(E); (NE); (P); (M)
50%	Prepare audit schedules and account analysis for annual audit. Work with the Central Accounting team to prepare the Comprehensive Annual Financial Report. Prepare variance analysis of revenue and expenditures, budget vs actual and actual from one year to the next. Complete State Form A and reconcile to the Comprehensive Annual Financial Report.	(applicable to all of the listed duties) Knowledge of accounting principles, practices and procedures.	E,M
20%	Work with other departments answering questions and help resolve various accounting issues. In preparation for year-end, assist departments with training and refining accounting processes to assist with more efficient year-end closes.		
10%	Monitor capital projects for completion; maintain asset inventory system; assist with arbitrage and unspent bond analysis.	Skill in using personal computers	E,M
10%	Develop, improve and implement daily accounting operation procedures; maintain asset inventory system; prepare, analyze and monitor a variety of revenue, expenditures, and balance sheet accounts. Maintain rate schedules; monitor departmental revenue and expenditures against adopted budget; prepare, review and approve documents into the Advantage System. Help with the analysis of arbitrage and unspent bonds.	including data entry and processing, use of databases, and spreadsheets.	
5%	Prepare standard and adjusting journal entries and review documents in the Advantage System.	Analytical skill including use of spreadsheets and databases.	E,M

5%	Perform other duties as assigned.	Math computation skill.	E,M
		Skill in performing accounting tasks.	EM
		Oral and written communication skills.	EM
		Ability to work effectively and harmoniously with others.	EM

* Choose the appropriate Choice(s): (E) Essential; (NE) Non-Essential; (P) Physical; (M) Mental

12. Names and title of employees supervised. If more than five, list number and title. If none, write none.

None

13. Name and title of immediate supervisor.

Bill Lochemes, Accounting Manager