

# ETHICS BOARD (1905)



## MISSION

The mission of the Ethics Board is to assure the confidence of the general public in the integrity of Milwaukee County government. The Board assures all Milwaukee County employees, office holders, candidates for public office and citizens serving on boards and commissions of Milwaukee County are complying with Ethics Code requirements as outlined in Chapter 9 of the Milwaukee County General ordinances.

<b>Budget Summary</b>		
	<b>2012</b>	<b>2011/2012 Change</b>
<b>Expenditures</b>	<b>62,108</b>	<b>(14,279)</b>
<b>Revenue</b>	<b>0</b>	<b>0</b>
<b>Levy</b>	<b>62,108</b>	<b>(14,279)</b>
<b>FTE's</b>	<b>0.8</b>	<b>0.0</b>

**Major Programmatic Changes**

- Ongoing ethics training and education
- Public access enhancements

## OBJECTIVES

- Promote voluntary compliance with the requirements of the Ethics Code, pursuant to Chapter 9 of County Ordinances, through improved communication and through annual mandatory ethics training and through ongoing ethics training and education.
- Improve operational efficiency and maintain or improve service levels through successful software and/or hardware installations.
- Complete regular audits of financial disclosure forms in support of compliance with the Milwaukee County Ethics Code.

## DEPARTMENTAL PROGRAM DESCRIPTION

Pursuant to Chapter 9 of the Milwaukee County General Ordinances, the six-member Ethics Board meets quarterly and serves as the primary authority for:

- Interpreting the Ethics Code; applying the Code to written requests for Advisory Opinions; and issuing Formal Opinions for matters of a universal concern.
- Reviewing and responding to written and signed confidential investigation requests or to written, confidential verified complaints, subscribed before a notary public.
- Holding preliminary conferences and possible hearings, when deemed appropriate, as related to ethics code violations and certain violations of Chapter 14, as they relate to lobbying.
- Requesting, processing, and reviewing Statements of Economic Interests for all County employees whose duties or responsibilities include the awarding of contracts.
- Monitoring requests for public inspection of Statements of Economic interests.

## ADOPTED 2012 BUDGET

DEPT: Ethics Board

UNIT NO. 1905  
FUND: General - 0001

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- Use blended learning techniques to actively provide multi-faceted training and education services related to the Milwaukee County Ethics Code and general principles of business ethics.

The Ethics Board promotes voluntary compliance with the Ethics Code and voluntary resolution of alleged Ethics Code violations whenever possible. The Executive Secretary of the Personnel Review Board and other PRB staff serve as office staff and management to the Ethics Board and allot approximately 25% or more time the administrative needs of the Ethics Board.

## 2012 BUDGET

### ***Approach and Priorities***

The Budget is grounded in the following administrative priorities:

- Continue providing core services accurately and efficiently
- Develop ongoing training and education in-house
- Enhance technology to improve operational efficiencies

### ***Programmatic Impacts***

The Ethics Board will assume the primary responsibilities for developing an ongoing, in-house training and education program. Specifically,

- In addition to strategic planning, research, budgeting, and other duties of department heads, the Ethics Board's Executive Director will continue to implement and oversee the broad delivery of a multi-faceted training system that utilizes online, hard copy, and in-person training modules and will oversee the success of the program. The Executive Director is responsible for creative planning, development, and direction of the ethics training modules, regardless of delivery method.
- A Secretary will assist the Executive Director with completion of administrative tasks and with day-to-day operations of the Ethics Board. In addition, the Secretary will perform moderate training duties and assist with the creation of training tools where developed in-house. The Secretary will also assist the Executive Director with data tracking for mandatory ethics training goals of the Ethics Board, and will maintain various training and education communication tools, schedule training opportunities, monitor attendance at training sessions, and issue training certificates, where implemented.
- The hourly Administrative Intern will be used on an as needed basis to assist the Ethics Board with various periodic and temporary projects related to training and development.
- Staffing costs are included in the budget of Human Resources.

### ***Budget Highlights***

#### ***Ethics Training***

**\$0**

The Budget includes funding for the ongoing development, implementation, and delivery of an ongoing, multifaceted ethics training and education system, including annual mandatory ethics training administered in conjunction with other education and training modules. The mandatory ethics training module is administered through a flexible subscription service costing approximately \$3.00 per employee or less. The Ethics Board will seek to partner with other departments who might want to utilize the subscription service to meet other training needs, which will allow the County to significantly maximize the cost of the subscription service. The cost of the subscription service is included in the standard budget services request.

**ADOPTED 2012 BUDGET**

**DEPT: Ethics Board**

**UNIT NO. 1905**  
**FUND: General - 0001**

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2010 Actual</b>	<b>2011 Budget</b>	<b>2012 Budget</b>	<b>2011/2012 Change</b>
Personal Services (w/o EFB)	\$ 28,840	\$ 33,669	\$ 31,696	\$ (1,973)
Employee Fringe Benefits (EFB)	11,113	16,980	17,198	218
Services	3,151	24,368	11,925	(12,443)
Commodities	2,954	750	750	0
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	10,133	0	0	0
Capital Contra	0	0	0	0
County Service Charges	4,233	620	539	(81)
Abatements	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 60,424</b>	<b>\$ 76,387</b>	<b>\$ 62,108</b>	<b>\$ (14,279)</b>
Direct Revenue	0	0	0	0
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
<b>Total Revenue</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Direct Total Tax Levy</b>	<b>60,424</b>	<b>76,387</b>	<b>62,108</b>	<b>(14,279)</b>

<b>PERSONNEL SUMMARY</b>				
	<b>2010 Actual</b>	<b>2011 Budget</b>	<b>2012 Budget</b>	<b>2011/2012 Change</b>
<b>Position Equivalent (Funded)*</b>	<b>0.6</b>	<b>0.8</b>	<b>0.8</b>	<b>0.0</b>
<b>% of Gross Wages Funded</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Overtime (Dollars)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Overtime (Equivalent to Position)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

\* For 2010 Actuals, the Position Equivalent is the budgeted amount.

<b>PERSONNEL CHANGES</b>						
<b>Job Title/Classification</b>	<b>Title Code</b>	<b>Action</b>	<b># of Positions</b>	<b>Total FTE</b>	<b>Division</b>	<b>Cost of Positions (Salary Only)</b>
None						
					<b>TOTAL</b>	<b>\$ 0</b>

*All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."*