

**COUNTY OF RACINE  
FINANCE & HUMAN RESOURCES COMMITTEE**

Supervisor Q. A. Shakoor, II, Chairman  
Supervisor Robert N. Miller, Vice Chairman  
Supervisor Thomas H. Pringle, Secretary  
Supervisor Janet Bernberg  
Supervisor Brett Nielsen

Supervisor Donnie E. Snow  
Supervisor John A. Wisch  
David Scholzen, Youth in Governance Representative  
Achintya Krishnan, Youth in Governance  
Representative

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\*\*\* THIS LOCATION IS HANDICAP ACCESSIBLE. If you have other special needs, please contact the Racine County Board Office, 730 Wisconsin Avenue, Racine, Wisconsin 53403 (262) 636-3571, fax (262) 636-3491 or the TTD/RELAY 1-800-947-3529. \*\*\*

NOTICE OF MEETING OF THE  
FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **Tuesday February 1, 2017**

TIME: **5:00 pm**

PLACE: **IVES GROVE OFFICE COMPLEX  
AUDITORIUM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177**

**AGENDA** –

1. Convene Meeting
2. Chairman Comments – Youth In Governance/Comments
3. Public Comments
4. Approval of Minutes from the January 10, 2017 committee meeting.
5. Transfers:
  - a) Land Information – Grant – Julie Anderson – Acceptance of a 2017 Wisconsin Land Information Program Strategic Initiative Grant of \$50,000 for the grant period January 1, 2017 – March 31, 2018 and transfer of \$50,000 within the Land Information – grants 2017 budget – 2017 – Resolution – 1<sup>st</sup> Reading at the February 14, 2017 County Board Meeting.
  - b) Metro Drug – Sheriff Christopher Schmaling – Transfer of \$30,000 from the Contingent account to Metro Drug Unit 2017 Budget and creation of a non-lapsing drug buy account for the metro drug unit – 2017 – Resolution – 1<sup>st</sup> Reading at the February 14, 2017 County Board Meeting.
6. Human Resources – Karen Galbraith – Change to casual time/sick time for non-exempt employees and change for vacation for exempt employees – action of the committee only.

7. Communication Referrals from County Board Meeting:

- a) Attorney Mark J. Leuck on behalf of Geraldine Logan has filed a complaint against Racine County for a vehicle accident with a snow plow.
- b) Attorney Richard G. Kalkhoff on behalf of Georgette & David Hahn has filed a complaint against Racine County for personal injury at Christopher Columbus Causeway.
- c) Attorney Patrick D. Bomhack on behalf of Rahima Strouse has filed a complaint against Racine County for personal injury at sidewalk near Barker Street.
- d) Attorney Alfred A. Drosen Jr. on behalf of Shannon M. Czubinski has filed a notice of injury & property damage against Racine County for a vehicle accident with a snow plow.
- e) Foreclosure items:

Attorney	Lending Company	Person/Persons	Amt. owed Racine CO
Robert M. Piette	Nationstar Mortgage LLC	Deena Schulz	\$177.05
William N. Foshag	US Bank Trust NA	Delirium Destinations LLC	\$175.29
Cord J. Harris	Wells Fargo Bank	Matthew R. & Alma D. Lees	\$214.70

f) Bankruptcy items:

Type of Action:	Person/Persons
Order of Discharge	Ada Marie Cottingham; Angela Annette Jackson; Cynthia L. Sullivan; Anthony Winston Fisher Sr.; Jay Gerard & Shelly Lynn Legath; Katie Jo Manka; George Edward Loesch; JoAnn Lynn Tweed; Letha Robin Chattman; Masar & Sylvia Isein; Katie Jo Manka; Sarah Elizabeth Stoneburner; Rosanna M. Santella
Notice of Chapter 13 Bankruptcy Case	Cynthia Ann Karlson; Carrie Lynn Robinson; John Paul & Cassandra Maureen Smerz; Jeffrey Dean & Karen Sue Sutton; Patterson Marshall; Sean N Rogers Sr; Virginia Weaver;
Notice & Motion to Dismiss – Confirmed Plan	Maggie Jayne Hansen; Robin & Natalie S. Nichols; Terri Ann Marx; Steve Wayne & Stella Lue Brown;
Notice of Chapter 7 Bankruptcy Case – No Proof of Claim Deadline	Clifford Terrance & Mary Alice Morrison; Juan Lorenzo & Elvia Lozano Rodriguez; Miguel A. & Veronica I. Cerda; Steven Raymond Brown; Sarah Colleen Morton;
Order Dismissing Case	Darryl Eugene Moultrie; Devonte LeVall Payne
Affidavit of No Objection – Chapter 7	Daniel Ronald Schmid;
Order Allowing Compensation for Debtor's Attorneys – Chapter 13	James F & Quinette L Eiland;

Order Scheduling Evidentiary Hearing – Chapter 13	Jeanette Denise Dooley;
Notice and Motion to Dismiss – Confirmed Plan	Anita M. Peters;
Abandonment and Relief from the Automatic Stay	Michael & Andrea Salas; Sean Rogers;
Notice – Case Closed without a Discharge Chapter 13	Tammie G. McWhorter

8. Staff Report – No Action Items.

9. Adjournment

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: 2/1/2017

Signature of Committee Chairperson  
/Designee: \_\_\_\_\_

Description: Minutes from January 10, 2017 Finance & Human Resources Committee  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action:  County Board Supervisors Approve  
 Deny

Youth In Governance Approve  
 Deny

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING  
January 10, 2017

IVES GROVE OFFICE COMPLEX  
AUDITORIUM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177

Meeting attended by: County Board Supervisors Bernberg, Miller, Pringle, and Shakoor. Youth Representatives Krishnan and Scholzen, Finance Director Alex Tillmann, County Board Chairman Rusty Clark, and Aging and Disability Manager Michelle Goggins.

Excused: Supervisors Nielsen, Snow, and Wisch.

STURTEVANT, WISCONSIN 53177

**Agenda Item #1 - Convene Meeting**

Meeting Called to Order at 5:00 pm by Chairman Shakoor.

**Agenda Item #2 – Chairman Shakoor – Youth In Governance/Comments**

Chairman Shakoor read the Youth in Governance statement.

**Agenda Item #3 – Public Comments**

None.

**Agenda Item #4 – Approval of Minutes from the December 14, 2016 Meeting.**

**Action:** Approve the minutes from the December 14, 2016 meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Miller. Vote: All Ayes No Nays. Youth Representatives Vote: All Ayes No Nays.

**Agenda Item #5- Transfers.**

**5a). Human Services Department – Hope Otto – Transfer of (\$301,999) from Human Services Department 2017 budget to Health Services 2017 Budget and movement of Children’s Community Options Program (CCOP) – 2017 – Resolution – 1<sup>st</sup> Reading at the January 10, 2017 County Board Meeting.**

**Action:** Motion to authorize the transfer of (\$301,999) from Human Services Department 2017 budget to Health Services 2017 Budget and movement of Children’s Community Options Program (CCOP) with 1<sup>st</sup> Reading at the January 10, 2017 County Board Meeting. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Pringle. Vote: All Ayes No Nays. Youth Representatives Vote: All Ayes No Nays.

**Agenda Item #6- Veterans Service Office – Brad Behling – Authorizing a 5 year agreement with Vetraspec for the Veterans claims management software – 2017 – Resolution – 1<sup>st</sup> Reading at the January 10, 2017 County Board Meeting.**

**Action:** Motion to authorize a 5-year agreement with Vetraspec for the Veterans claims management software with 1<sup>st</sup> Reading at the January 10, 2017 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Youth Representatives Vote: All Ayes No Nays.

**Agenda Item # 7 - Communication Referrals from County Board Meeting.**

**Action:** Motion to receive and file items a –b. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Pringle. Vote: All Ayes No Nays. Youth Representatives Vote: All Ayes No Nays.

**Agenda Item # 8 – Staff Report – No Action Items.**

The next Finance & Human Resources Committee meeting will be on January 18<sup>th</sup>. County Board Chair Clark requests that the Finance & Human Resources Committee discuss and set dates for the 2017 calendar year and 2018 budget deliberations.

**Agenda Item # 9 – Adjournment**

**Action:** Adjourn the meeting at 5:08 pm. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Pringle. Vote: All Ayes No Nays.

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2017</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Land Information - Julie Anderson

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 2/1/2017 Date of County Board Meeting to be Introduced: 2/14/2017

1st Reading:  1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Acceptance of a 2017 Wisconsin Land Information Program Strategic Initiative Grant of \$50,000 for the grant period  
January 1, 2017 - March 31, 2018 and transfer of \$50,000 within the land information - Grants 2017 Budget

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

Award Amount: \$50,000  
Agreement Number: AD179103

**2017 WISCONSIN LAND INFORMATION PROGRAM  
STRATEGIC INITIATIVE GRANT AGREEMENT  
BETWEEN  
THE STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
And  
RACINE COUNTY**

**THIS AGREEMENT** is made and entered into by and between the State of Wisconsin ("State"), Department of Administration ("Department") and Racine County ("Grantee"). This Agreement is complete and effective upon the signature of all parties.

**WHEREAS**, the Department administers the **Wisconsin Land Information Program** Grant ("Grant") through the Division of Intergovernmental Relations ("Division") to provide funds for eligible activities; and

**WHEREAS**, it is the intention of the parties to this Agreement that all activities described herein shall be for their mutual benefit; and

**WHEREAS**, the Grantee has submitted an Application for the Grant to the Department and the Department, relying upon the representations set forth in the Application, approved an award to the Grantee in the amount of \$50,000 and

**WHEREAS**, the terms and conditions herein shall survive the performance period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement; and

**WHEREAS**, this Agreement is a mutually exclusive with, and is distinguished from, all previous agreements between the Grantee and the Department, and contains the entire understanding between the parties;

**NOW, THEREFORE**, in consideration of the mutual promises and dependent documents, the parties hereto agree as set forth in Articles 1 through 17 which are annexed and made a part hereof.

**State of Wisconsin  
Department of Administration  
Division of Intergovernmental Relations**

**Racine County**

**BY:** \_\_\_\_\_  
**Administrator**  
**Division of Intergovernmental Relations**

**BY:** \_\_\_\_\_  
**Name and Title**

**DATE:** \_\_\_\_\_


**DATE:** \_\_\_\_\_





## Public Works & Development Services

14200 Washington Avenue  
Sturtevant, WI 53177  
262-886-8440  
fax: 262-886-8480

Memorandum to: Members of the Finance and Human Resources Committee  
From: Julie A. Anderson, Director of Public Works & Development Services, Land Information Officer   
Date: January 26, 2017  
SUBJECT: Acceptance of \$50,000 Wisconsin Land Information Grant

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Racine County applied for and has just been notified of an award of \$50,000 in Land Information Grant Money from the State of Wisconsin. This grant application was approved by the Land Information Council and Racine County Plans to use the grant in the following manner, as we continue to improve and upgrade our land information data for use by internal and external clients:

### **Project #2: Convert to Modern Horizontal & Vertical Datums (for PLSS Benchmark 4)**

#### **Project Description/Goal**

To update/convert to NAD83 horizontal & NAV88 vertical datums. Once the new control network is established, all existing data will be converted.

#### **Business Drivers**

- The county data – control network needs to be in compliance with the benchmark 4 standard
- The county data will work with existing datasets & standards set/created by state and/or federal agencies.
- This will improve accuracy of data & future work done in our county.

#### **Objectives/Measure of Success**

- Once the project is complete, a new control system will be the objective.
- To meet benchmark 4

#### **Project Timeframes**

It is anticipated this project will take 3 years to complete. The milestones will be discussed and established based on the project plan with the vendor/SEWRPC along with other participating counties.

#### **Responsible Parties**

Project review will be done by the Land Information Officer, County Surveyor and the Real Property Lister. The staff at SEWRPC along with the assigned contractor will be responsible for completing the project.

We would greatly appreciate your recommendation to approve the acceptance of this grant. Thank you for your consideration.

## GENERAL TERMS AND CONDITIONS

### **ARTICLE 1. APPLICABLE LAW**

This Agreement shall be governed under the laws of the State of Wisconsin. The monies shall not to be used to supplant existing funding otherwise budgeted or planned for projects outside of this program whether under local, state or federal law, without the consent of the Department.

### **ARTICLE 2. LEGAL RELATIONS AND INDEMNIFICATION**

The Grantee shall at all times comply with and observe all federal and state laws and published circulars, local laws, ordinances, and regulations which are in effect during the performance period of this Agreement and that in any manner affect the work or its conduct.

The Grantee shall indemnify and hold harmless the Department and the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Grantee, or of any of its contractor(s), in performing work under this Agreement; brought for or on account of any obligations arising out of contracts between Grantee and its contractor(s) to perform services or otherwise supply products or services; or as a result of this grant.

The Grantee shall also hold the Department and the State harmless for any audit disallowance related to the allocation of administrative costs under this Agreement, irrespective of whether the audit is ordered by federal or state agencies or by the courts. If federal law requires an audit and if the Grantee is also the recipient of state funds under the same or a separate grant program, then the state funded programs shall also be included in the scope of the federally required audit. The Grantee shall comply with any requirements related to funding sources.

### **ARTICLE 3. STANDARDS FOR PERFORMANCE**

These 2017 grant projects must be completed by March 31, 2018. The Grantee shall perform the projects and activities as set forth in the Grant Application and stipulated by the Department, and described herein in accordance with the standards set forth in Uniform Instructions for Preparing County Land Information Plans (available from the Wisconsin Land Information Program), incorporated herein by reference; and the standards from statute and administrative rule or adopted by the Department, State Geographic Information Officer, and any other applicable professional standards.

### **ARTICLE 4. PUBLICATIONS & DATA**

All works produced under this Agreement shall become the property of the Grantee. All works and data shall be subject to the Wisconsin Public Records Law, Wis. Stat. 19.21 *et seq.* The Department reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use data, and to use works for government purposes. A notation indicating the participation of and partial funding by the Department shall be carried on all reports, materials, data and/or other information produced as a result of this Agreement.

### **ARTICLE 5. EXAMINATION OF RECORDS**

Upon notice the Department shall have access to, and the right to examine, audit, excerpt, transcribe and copy on the Grantee's premises, any directly pertinent records and computer files of the Grantee involving transactions relating to this Agreement. Similarly, the Department shall have access at any time to examine, audit, test and analyze any and all physical projects subject to this Agreement. If the material is held in an automated format, the Grantee shall provide copies of these materials in the automated format or such computer file as may be requested by the Department. Such material shall be retained for a minimum of three years by the Grantee following final payment under this Agreement. This provision shall also apply in the event of termination of this Agreement. The Grantee shall notify the Department in writing of any planned conversion or destruction of these materials at least 90 days prior to such action. Any charges for copies provided by the Grantee of books, documents, papers, records, computer files or computer printouts shall not exceed the actual cost thereof to the Grantee and may be reimbursed to the Grantee by the Department.

The minimum acceptable financial records for the project consist of: 1) Documentation of employee time; 2) Documentation of all equipment, materials, supplies and travel expenses; 3) Inventory records and supporting documentation for allowable equipment purchased to carry out the project scope; 4) Documentation and justification of methodology used in any in-kind contributions; 5) Rationale supporting allocation of space charges; 6) Rationale and documentation of any indirect costs; 7) Documentation of acquisition of contract

services and materials; and 8) Any other records which support charges to project funds. The Grantee shall maintain sufficient segregation of project accounting records from other projects and/or programs.

#### **ARTICLE 6. PERFORMANCE REPORTS**

The Grantee shall submit an annual performance report via the County Retained Fee/Grant Report as already required by s. 59.72(2)(b), Wis. Stats. The annual report for the previous calendar year is due June 30<sup>th</sup> of each year. The Grantee is to use the County Retained Fee/Grant Report form provided by the Department. In addition, upon project completion the county shall report on progress with the Grant award using the reporting template provided by the Department.

#### **ARTICLE 7. PROJECT COMPLETION**

As a special term and condition of the Grant award, Grantee shall complete the entire project as proposed in its grant application or modified by joint agreement, including submission of annual performance reports and a final grant project report required in Article 6 above.

#### **ARTICLE 8. EXTENSIONS**

The Grantee may request in writing an extension(s) of the Department if project will not be completed within the specified performance period. If the Grantee and the Department agree to the terms of the extension, the extension will be granted.

#### **ARTICLE 9. FAILURE TO PERFORM**

The Department reserves the right to receive a full refund of the grant award if required reports are not provided to the Department in a timely basis, if performance of contracted activities is not evidenced, or if the Grantee fails or refuses to provide data or materials in response to a request from the Department.

#### **ARTICLE 10. TERMINATION OF AGREEMENT**

The Department may terminate this Agreement at any time without cause upon thirty (30) days written notice to the Grantee. Upon termination, the Department's liability shall be limited to the actual costs incurred in carrying out the project as of the date of termination plus any termination expenses having prior written approval of the Department. The Grantee may terminate this Agreement, by delivering written notice to that effect to the Department not less than thirty (30) days prior to termination.

In the event this Agreement is terminated, for any reason whatsoever, the Grantee shall refund to the Department any payment made by the Department to the Grantee which exceeds actual costs incurred in carrying out the project as of the date of termination. This Agreement is subject to termination upon failure of the legislature to appropriate monies for it.

#### **ARTICLE 11. CANCELLATION FOR CAUSE**

The Department reserves the right to cancel any Agreement in whole or in part without penalty effective upon mailing of notice of cancellation for failure of the Grantee to comply with the any terms and conditions of this Agreement.

#### **ARTICLE 12. NON-APPROPRIATION OF FUNDS**

The appropriation from which payments are to be made is authorized under Sections 16.967 (7) and 20.505 (1) (ie) of the Wisconsin Statutes. This Agreement shall terminate without penalty if the Legislature fails to appropriate the funds necessary to carry out its terms.

### **FISCAL TERMS AND CONDITIONS**

#### **ARTICLE 13. ELIGIBLE COSTS**

Eligible Costs are costs that are directly attributable to Grant activities and identified and approved in the Grant Application.

1. No Eligible Costs subject to this Grant may be incurred prior to January 1, 2017, unless previously approved in writing by the Department.
2. Costs only as identified in the Budget and described in the Project Description are allowed.

**ARTICLE 14. METHOD OF PAYMENT**

One half of the funds for the Strategic Initiative grant award shall be paid within 60 days of grant agreement execution and the remaining half will be made upon project completion.

**ARTICLE 15. AUDIT REQUIREMENT**

Grantee shall have a certified annual audit performed utilizing Generally Accepted Auditing Principles and Generally Accepted Auditing Standards. The following requirements apply:

Governmental entities that expend more than \$500,000 in Federal or \$100,000 in State awards in a single year shall comply with the Single Audit Act of 1984, OMB Circular A-133 and the State Single Audit Guidelines issued by the Department of Administration. Single audit reports are due to the Department within thirty (30) days from issuance of the report, but no later than 180 days after the end of the audit period.

If less than \$500,000 in Federal or \$100,000 in State awards are expended in a year, the organization shall confirm in writing that the above audit requirements are not applicable. This confirmation shall be submitted to the address listed below.

One copy (1) of the audit, along with the Management letter, if one was issued by the auditor, should be submitted to the address listed below. Responses and corrective action to be taken by management should be included for any findings or comments issued by the auditor. Send these copies to:

Single Audit Coordinator  
Wisconsin Department of Administration  
Division of Administrative Services  
101 East Wilson Street, PO Box 7869  
Madison, Wisconsin 53707-7869

The county, their agents and contractors shall participate in reasonable, random, unannounced, on-site audits of all program-related activities and expenditures on request.

\*See OMB Circ. A-128 (Audits of State and Local Governments) and A-133 (Audits of Institutions of Higher Education and Other Non-profit Institutions) for special rules regarding entities that receive between \$25,000 and \$100,000 in Federal awards.

**ASSURANCES**

**ARTICLE 16. NONDISCRIMINATION IN EMPLOYMENT**

Grantee shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation or national origin.

This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee shall take affirmative action to ensure equal employment opportunities. The Grantee shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

**ARTICLE 17. DISCLOSURE**

The Grantee shall not engage the service of any person or persons now employed by the State, including any department, commission or board thereof, to provide services relating to this Agreement without the written consent of the employer of such person or persons and of the Department.



REQUEST FOR COUNTY BOARD ACTION

YEAR	2017	Resolution Request
		Ordinance Request
		Report Request

Requestor/Originator: Metro Drug - Sheriff Christopher Schmaling

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 2/1/2017 Date of County Board Meeting to be Introduced: 2/14/2017

1st Reading: [X] 1st & 2nd Reading: [ ] \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

TITLE OF RESOLUTION/ORDINANCE/REPORT:

Transfer of \$30,000 from the Contingnet account to Metro Drug Unit 2017 Budget and creation of a non lapsing drug buy account for the metro drug unit

SUBJECT MATTER:

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

The Committee believes that this action furthers the following goals:

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
<b>CONTINGENT ACCOUNT</b>						
CONTINGENT ACCOUNT	15900000.515500	1,186,835	1,186,835	(30,000)	1,156,835	0
	<b>TOTAL SOURCES</b>			<u>(30,000)</u>		
<b>MEDTRO DRUG - NON LAPSING</b>						
DRUG BUY FUNDS	NEW ACCOUNT	0	0	30,000	30,000	0
	<b>TOTAL USES</b>			<u>30,000</u>		
				<u><u>0</u></u>		

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.  
REASONS

FOR	AGAINST



## RACINE COUNTY SHERIFF'S OFFICE

717 Wisconsin Avenue, Racine, WI 53403-1237

(262) 886-2300 FAX (262) 637-5279

Waterford (262) 534-5166 Burlington (262) 763-9558

Sheriff Christopher Schmaling

Chief Deputy John C. Hanrahan

January 24, 2017

To: Q.A. Shakoor, II  
Chairman, Finance and Human Resources Committee

From: Sheriff Christopher Schmaling

Ref: **TRANSFER OF FUNDS TO METRO DRUG UNIT**

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The Sheriff's Office added two additional agents to the Metro Drug Unit (MDU) in January 2017 and recently entered into an agreement with the Village of Caledonia to have a Village officer assigned to MDU. This increases the number of MDU Agents from four (4) to seven (7).

A large portion of the work done by Racine County MDU agents involves the management of confidential informants to make "controlled buy" drug purchases. These transactions require "buy money" to purchase the illegal controlled substances.

MDU operations are funded, in part, by our annual grants from the Byrne Memorial Justice Assistance Program, which is administered by the South-East Area Drug Operations Group (SEADOG) as well as High Intensity Drug Trafficking Area (HIDTA) funds.

While we do not have the final 2017 award amounts, we have been informed that there will be no increase in the funding available through the Sheriff's Office grant allocations to cover increased personnel within MDU. With the increase in staffing from four (4) agents to seven (7) we expect increased activity as it relates to controlled buys. We are requesting the transfer of \$30,000 from the Contingent Account (15900000 515500) to a non-lapsing Metro Drug Unit Drug Buy Money (Co.) account.

We are seeking permission to move forward with this transfer. If you have any questions concerning this matter, please feel free to contact me. I will also have staff available at the Finance and Human Resources Committee meeting to answer any questions that you may have.

Sheriff Christopher Schmaling  
Sheriff, Racine County

By: Captain Thomas Lamke



# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

**Requestor/Originator** Karen Galbraith - Human Resources

**Committee/Individual Sponsoring:** Finance & Human Resources Committee

**Date of Committee Meeting:** 2/1/2017

**Signature of Committee Chairperson /Designee:** \_\_\_\_\_

**Description:** Change to casual time/sick time for non-exempt employees and change for vacation  
for exempt employees  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Motion:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action:** **County Board Supervisors**  
 Approve  
 Deny

**Youth In Governance**  
 Approve  
 Deny

## **B. Casual Time/Sick Time**

### *1. Non-exempt Employees*

Non-exempt employees accrue five casual days per calendar year. Casual time for eligible part-time employees will be prorated. There will be no carryover of these days from year to year. Unused casual days will **not** be paid out. Casual days are not accrued during the introductory period of employment. Upon completion of the introductory period, newly hired employees will receive pro-rated casual time at the rate of one half day for every full month remaining in the calendar year, not to exceed five (5) full days. An employee who terminates employment or moves to an exempt position prior to June 30 of any calendar year shall be reimbursed for one half of any unused casual days. An employee who terminates employment or moves to an exempt position after July 1<sup>st</sup> shall be reimbursed for any unused casual time.

### *2. Exempt Employees*

Exempt employees accrue no casual days, but may take sick time for medical-related absences upon completion of the introductory period. However, such absences may constitute occurrences for purposes of the attendance policy.

## **C. Civil Leave**

An employee will be given time off without loss of pay when subpoenaed to appear before a court, public body or commission in connection with county business. Any witness fee received by the employee for work-related matters shall be turned over to Racine County.

If an employee needs to appear under subpoena or in his/her own behalf in litigation involving personal or private matters, he/she may request time off work using the employee's available paid time or requesting unpaid time if no paid time is available.

## **D. Family and Medical Leave**

### *1. Policy*

Racine County will in good faith implement the policies, provisions and terms of the Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA), giving the more generous rights to the employee when the provisions of the acts differ. Nothing in Racine County's policy or procedure is intended to confer additional benefits or otherwise supplement, change or alter the conditions and directives of the FMLA or WFMLA. The taking of approved Family and Medical Leave will not be used in any employment decision including the determination of promotions, raises or disciplinary actions.

## I. Vacation

### 1. Vacation Accumulation Schedule

Effective January 1, 2012, regular full-time employees and part-time employees working at least twenty (20) hours per week on a regular basis are eligible for paid vacation according to the vacation plan listed below. The County Executive may approve additional vacation for exempt employees in the first year of hire. Vacation benefits are based on a work year of two thousand eighty (2,080) paid hours. The "Anniversary Date of Employment" is computed from the employee's latest date of hire.

<u>Anniversary date of employment</u>	<u>Exempt</u>	<u>Non-exempt (represented or non-represented)</u>
6 months anniversary	2-days (1 week)	0
1 <sup>st</sup> through 4 <sup>th</sup>	<del>2-weeks, 2 days</del> (3 weeks)	2 weeks
5 <sup>th</sup> through 7 <sup>th</sup>	<del>3-weeks</del> (4 weeks)	2 weeks, 3 days
8 <sup>th</sup> through 12 <sup>th</sup>	4-weeks (4 weeks, 3 days)	3 weeks, 3 days
13 <sup>th</sup> through 17 <sup>th</sup>	<del>4-weeks, 2 days</del> (5 weeks)	4 weeks
18 <sup>th</sup> through 22 <sup>nd</sup>	5 weeks	4 weeks, 3 days
23 <sup>rd</sup> and beyond	5 weeks	5 weeks

Vacation entitlement for eligible part-time employees is pro-rated according to position hours.

### 2. Transition from pre-2012 Vacation Accumulation Schedules

Under schedules in effect prior to 2012, non-represented employees and certain represented employees accumulated vacations at faster rates than in this schedule. Such employees will suffer no loss of vacation eligibility earned under the pre-2012 schedules, but they will see no increase in vacation eligibility until the anniversary dates specified herein.\*

### 3. Earning and Use of Vacation Benefit

Vacation is earned, or accrued, during the year prior to the anniversary of the employee's date of hire and is intended to be used during the twelve (12) month period following that anniversary date. Vacation pay is determined on the basis of each employee's straight time rate of pay received at the time he/she takes vacation, times the number of hours of vacation to which the employee is entitled. Vacation time earned will be based on paid hours including paid leaves such as vacation, holidays and disability periods.

### 4. Qualifying Period

An employee must complete his/her introductory period to be eligible for vacation benefits. Except for exempt employees, no employee is eligible to use vacation time prior to the first anniversary of his/her date of hire.

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\* For example, under the pre-2012 schedule, an exempt, non-represented employee was entitled to 4 weeks of vacation as of his/her 5th anniversary and 4 weeks, 3 days as of his/her 8th anniversary. Under the transitional arrangement, an exempt employee reaching his/her 7th anniversary in 2012 retains 4 weeks' vacation per year, but is not entitled to the next step--4 weeks, 2 days--until the 13th anniversary.