

**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
Ryan Anderson, Youth in Governance Representative
Ruby Ward, Youth in Governance Representative

*** 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: **Wednesday August 2, 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 July 19, 2017 committee meeting.
5. Approval of Minutes from the July 25, 2017 Joint committee meeting.
6. Transfers:
 - a) Human Services Department – Hope Otto – Elimination of 1 FTE Non-Rep – Non-Exempt N030 Clerk IV, .5 FTE Non-Rep – Exempt E050 Accounting Supervisor in the Human Services Dept., .5 FTE Non-Rep – Exempt E050 Accounting Supervisor in the Ridgewood Care Center and creation of 1 FTE Non-Rep – Exempt E030 Junior Staff Accountant, .5 FTE Non-Rep – Exempt E020 Admin Asst in the Human Services Dept. And .5 FTE Non-Rep – Exempt E020 Admin Asst in the Veterans Service Office and transfer of \$12,694 from the Ridgewood Care Center 2017 budget to the Veterans Service 2017 Budget – 2017 – Resolution – 1st & 2nd Reading at the August 8, 2017 County Board Meeting.

7. Corporation Counsel – Authorizing the conveyance and transfer of a former tax deed property located at 2816 Arthur Avenue, located in the City of Racine, to current owners Richard Cruz and Celia Vanderwielen to correct a gap in title – 2017 – Resolution – 1st Reading at the August 8, 2017 County Board Meeting.
8. Closed Session – 5:15 P.M. (Approximately 5 Minutes) - IT IS ANTICIPATED THAT THE FINANCE AND HUMAN RESOURCES COMMITTEE WILL MEET IN A CLOSED SESSION PURSUANT TO SECTION 19.85(1)(c) OF THE WISCONSIN STATE STATUTES TO DISCUSS WITH LEGAL COUNSEL THE FOLLOWING CLAIM AGAINST RACINE COUNTY: 1) THANG & TERA PHAM OWNERS OF RIVER RUN RESTAURANT.

THE COMMITTEE RESERVES THE RIGHT TO RECONVENE IN REGULAR SESSION TO TAKE POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

9. Regular Session – 5:20 p.m. (Approximate)
10. Fiscal Notes for second reading:
 - a) Resolution No. 2017-29 – By Public Works, Parks and Facilities Committee authorizing the conveyance of county owned land located in Pritchard Park in the city (Copy of Resolution and fiscal note attached)
11. Communication Referrals from County Board Meeting:
 - a) Joel S. Tilleson on behalf of Georgette Hahn, et al. vs. Oostburg Concrete Products Inc requesting authorization and informed consent for a disclosure of medical information.

b) Bankruptcy items:

Type of Action:	Person/Persons
Notice & Motion to Dismiss – Confirmed Plan	Veronica A. Lezine
Notice of Chapter 13 Bankruptcy Case	Amethyst Jhordan Goodwin
No Proof of Claim Deadline	Jimmie Lee Henderson; Angela Kay Reiner; Virginia Ilana Rivera
Order Dismissing Case	Melvin & Theosah Henderson
Order of Discharge	Kathleen Marie Vachalik; Kendall J & Lisa L Sneide; Garret Jerome Gdaniec; Nicholas J. Larson; Stephany Michelle Koke; Marlene S. Keilholz
Order Dismissing Case and Barring the Debtor from filing another bankruptcy petition for 180 days	Sharon Louise Hawkins
Notice of Motion for Relief from the automatic stay and abandonment	Latoya Lynn Henderson
Request to Modify Chapter 13 Plan	Darlene P. Gordon

c) Foreclosure items:

Attorney	Lending Company	Person/Persons	Amt. owed Racine CO
Ian J. Thomson	Christiana Trust – Division of Wilmington Savings Fund	Annette Thomas & Florine Cark	\$372.56
William N. Foshag	US Bank National Assoc	Sharon L & Dieter H Kreuzpaintner	\$91.10

12. Staff Report – No Action Items.

- a. Next Finance & Human Resources Committee meeting is August 16, 2017

13. Adjournment

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: 8/2/2017

**Signature of Committee Chairperson
/Designee:** _____

Description: Minutes from the July 19, 2017 Finance & Human Resources Committee

Motion: _____

Action: **County Board Supervisors**
 Approve
 Deny

Youth In Governance
 Approve
 Deny

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING

July 19, 2017

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

Meeting attended by: Chairman Shakoor, Supervisors Bernberg, Miller, Nielsen, Pringle, Snow and Wisch, Youth Representative Ward, County Executive Jonathan Delagrave, Human Resources Director Karen Galbraith, Finance & Budget Manager Kris Tapp, Human Service Director Hope Otto, Fiscal Manager Brian Nelson, Youth & Family Manager Kerrie Milkie, Aging & Disability Services Manager Michelle Goggins, Assistant Corporation Counsel John Serketich and Janel Topczewski of Racine County Economic Development Corporation.

Excused: Youth Representative Anderson.

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.

Supervisor Snow arrived at 5:02 pm.

Agenda Item #3 – Public Comments

None.

Agenda Item #4 – Approval of Minutes from the June 21, 2017 Meeting.

Action: Approve the minutes from the June 21, 2017 meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #5 – Racine County Economic Development Corporation – Janell Topczewski – Joint Resolution with Economic Development and Land Use Planning Committee approving the Semi-Annual Racine County Revolving Loan Fund (RLF) Plan Certification for the period ending March 31, 2017 and authorizing submission of said plan to the United States Department of Commerce’s Economic Development Administration – 2017 – Resolution – 1st Reading at the July 25, 2017 County Board Meeting.

Action: Authorize a Joint Resolution with Economic Development and Land Use Planning Committee approving the Semi-Annual Racine County Revolving Loan Fund (RLF) Plan Certification for the period ending March 31, 2017 and authorizing submission of said plan to the United States Department of Commerce’s Economic Development Administration – 2017 – Resolution – 1st Reading at the July 25, 2017 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Miller. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #6 – Corporation Counsel – Jon Lehman – Authorizing the transfer of four In Rem properties on Durand Avenue to the Village of Sturtevant – 2017 – Resolution – 1st & 2nd Reading at the July 25, 2017 County Board Meeting.

Action: Authorize the transfer of four In Rem properties on Durand Avenue to the Village of Sturtevant – 2017 – Resolution – 1st Reading at the July 25, 2017 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Miller. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #7 - Requests for Transfer

7c – Human Services Department – Hope Otto – Creation within the Human Services Department 1 FTE Non-Rep Exempt E060 CPS Ongoing Supervisor, 1 FTE Non-Rep Exempt E060 CPS Access Supervisor, 1 FTE Non-Rep Non-Exempt N100 Out of Home Placement Case Mgr. and 1 FTE Contracted Service Position Licensing & Recruitment Worker and transfer of \$483,209 within the Human Services 2017 Budget and Creation within the Health Services 1 FTE Non-Rep Non-Exempt N080 Early ID & Mental Health Case Mgr. and transfer of \$12,463 within the Health Services 2017 Budget and transfer of \$45,796 from Human Services Department 2017 Budget to Health Services 2017 Budget– 2017 – Resolution – 1st & 2nd Reading at the July 25, 2017 County Board Meeting.

Action: Authorize the creation within the Human Services Department 1 FTE Non-Rep Exempt E060 CPS Ongoing Supervisor, 1 FTE Non-Rep Exempt E060 CPS Access Supervisor, 1 FTE Non-Rep Non-Exempt N100 Out of Home Placement Case Mgr. and 1 FTE Contracted Service Position Licensing & Recruitment Worker and transfer of \$483,209 within the Human Services 2017 Budget and Creation within the Health Services 1 FTE Non-Rep Non-Exempt N080 Early ID & Mental Health Case Mgr. and transfer of \$12,463 within the Health Services 2017 Budget and transfer of \$45,796 from Human Services Department 2017 Budget to Health Services 2017 Budget – 2017 – Resolution – 1st & 2nd Reading at the July 25, 2017 County Board Meeting. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Pringle. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Director Otto provided a handout that supplied additional information concerning the above request.

7a – Human Services Department – Hope Otto – Creation of 1 FTE Non-Rep Exempt E090 Advanced Practice Nurse Prescriber and transfer of \$45,751 within the Human Services 2017 Budget - Resolution – 1st & 2nd Reading at the July 25, 2017 County Board Meeting

Action: Authorizing the Human Services Department – Hope Otto – Creation of 1 FTE Non-Rep Exempt E090 Advanced Practice Nurse Prescriber and transfer of \$45,751 within the Human Services 2017 Budget - Resolution – 1st & 2nd Reading at the July 25, 2017 County Board Meeting **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

7b – Human Services Department – Hope Otto – Elimination of 1 FTE Non-Rep Exempt E070 Program Manager – Career Services, Creation of 1 FTE Non-Rep Exempt E080 Operations & Facilities Manager, Reclassification of 1 FTE Non-Rep Exempt E070 Program Manager -Workforce Services to 1 FTE Non-Rep Exempt E080 Division Manager – Workforce Solutions and transfer of \$46,573 within the Human Services 2017 Budget – 2017 – Resolution – 1st & 2nd Reading at the June 27, 2017 County Board Meeting.

Action: Authorize the elimination of 1 FTE Non-Rep Exempt E070 Program Manager – Career Services, Creation of 1 FTE Non-Rep Exempt E080 Operations & Facilities Manager, Reclassification of 1 FTE Non-Rep Exempt E070 Program Manager -Workforce Services to 1 FTE Non-Rep Exempt E080 Division Manager – Workforce Solutions and transfer of \$46,573 within the Human Services 2017 Budget – 2016 - Resolution – 1st & 2nd Reading at the June 27, 2017 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

Agenda Item #8- Communication Referrals from County Board Meeting:

Action: Receive and file items a – e. **Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Pringle. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #9 – Miscellaneous

- a.) Meetings in October for 2018 Budget with Departments October 17 – 19, 2017 – The Committee is okay with the switch to allow Public Works Staff to attend the meeting.
- b.) The Committee has requested that they receive information for the meeting on the Friday before the meeting.
- c.) Schedule a meeting at 6:15 pm before the County Board meeting to take action on a request from Director Otto.

Agenda Item #10- Adjournment

Action: Adjourn the meeting at 6:00 pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Miller. Vote: All Ayes No Nays.

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: 8/2/2017

**Signature of Committee Chairperson
/Designee:** _____

Description: Minutes from the July 25, 2017 Joint Finance & Human Resources Committee
and Public Works, Parks & Facilities Management

Motion: _____

Action: **County Board Supervisors**
 Approve
 Deny

Youth In Governance
 Approve
 Deny

**JOINT FINANCE AND HUMAN RESOURCES COMMITTEE AND
PUBLIC WORKS, PARKS AND FACILITIES MEETING**

July 25, 2017

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

Meeting attended by: Chairman Shakoor, Supervisors Bernberg, Miller, Nielsen, and Pringle, Chairman Molnar, Supervisors Cooke, Gleason, Hincz and Maier, Youth Representative Anderson, County Board Chairman Clark, Vice Chairman Zenner-Richards, Supervisor Buske, County Executive Jonathan Delagrave, Chief of Staff MT Boyle, Finance & Budget Manager Kris Tapp, Human Service Director Hope Otto, Public Works & Development Service Director Julie Anderson, Corporation Counsel Jon Lehman, Assistant Corporation Counsel Michael Lanzdorf, Information Technology Director John Barrett, and Finance Analyst Gwen Zimmer.

Excused: Supervisor Grove, Harden-Johnson, Snow and Wisch and Youth Representative Betthausser, Muhammad and Ward.

Agenda Item #1 - Convene Meeting – Finance & Human Resources Committee

Meeting called to Order at 5:32 pm by Chairman Shakoor.

Agenda Item #2 - Convene Meeting – Public Works, Parks & Facilities Committee

Meeting called to order at 5:32 pm by Chairman Molnar.

Agenda Item #3 – Chairman Shakoor – Youth In Governance/Comments

Chairman Shakoor read the Youth in Governance statement.

Agenda Item #4 – Public Comments

None.

Supervisor Gleason arrived at 5:45 pm.

Agenda Item #5 – County Executive – Jonathan Delagrave – Joint Resolution with Finance & Human Resources Committee and Public Works, Parks & Facilities authorizing the acceptance of a donation in the amount of six million five hundred thousand dollars (\$6,500,000) from SC Johnson, authorizing the development and construction and naming of a community sports complex and community aquatic center and parking at Pritchard Park, and authorizing the creation of a new non-lapsing Pritchard Park aquatic center development account and transfer of funds – 2017 – Resolution – 1st Reading at the July 25, 2017 County Board Meeting.

Action: Authorize a Joint Resolution with Finance & Human Resources Committee and Public Works, Parks & Facilities authorizing the acceptance of a donation in the amount of six million five hundred thousand dollars (\$6,500,000) from SC Johnson, authorizing the development and construction and naming of a community sports complex and community aquatic center and parking at Pritchard Park, and authorizing the creation of a new non-lapsing Pritchard Park aquatic center development account and transfer of funds – 2017 – Resolution – 1st Reading at the July 25, 2017 County Board Meeting.

Finance & Human Resources Committee: Motion Passed. Moved: Supervisor Miller. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Public Works, Parks & Facilities Committee: Motion Passed. Moved: Supervisor Cooke. Seconded: Supervisor Maier. Vote: All Ayes No Nays.

Agenda Item #6 – Public Works – Julie Anderson – Approve Fiscal note for Resolution 2017-29 – Transfer of \$23,000 within Parks 2017 budget – 2017 – Resolution – 1st Reading at the July 25, 2017 County Board Meeting.

Action: Authorize the transfer of \$23,000 within the Parks 2017 budget – 2017 – Resolution – 1st Reading at the July 25, 2017 County Board Meeting. **Public Works, Parks & Facilities Committee: Motion Passed.** Moved: Supervisor Cooke. Seconded: Supervisor Gleason. Vote: All Ayes No Nays.

Agenda Item #7 – Human Services Department – Hope Otto – Approval to negotiate salary for 1 FTE Non-Rep Exempt E090 Advanced Practice Nurse Prescriber above mid-point if necessary – Action of the Committee only.

Action: Approval to negotiate salary for 1 FTE Non-Rep Exempt E090 Advanced Practice Nurse Prescriber about mid-point if necessary – Action of the Committee only. **Finance & Human Resources Committee: Motion Passed.** Moved: Supervisor Miller. Seconded: Supervisor Pringle. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #10- Adjournment

Action: Adjourn the Finance & Human Resources Committee meeting at 6:13 pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays.

Action: Adjourn the Public Works, Parks & Facilities meeting at 6:13 pm. **Motion Passed.** Moved: Supervisor Cooke. Seconded: Supervisor Maier. Vote: All Ayes No Nays.

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2017</u>	X	Resolution Request
		Ordinance Request
		Report Request

Requestor/Originator: Human Services Department - Hope Otto

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 8/2/2017 Date of County Board Meeting to be Introduced: 8/8/2017

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:

Elimination of 1 FTE Non Rep - Non Exempt N030 Clerk IV, .5 FTE Non Rep - Exempt E050 Accounting Supervisor in the
Human Services Dept., .5 FTE Non Rep - Exempt E050 Accounting Supervisor in the Ridgewood Care Center and
Creation of 1 FTE Non Rep - Exempt E030 Junior Staff Accountant, .5 FTE Non Rep - Exempt E020 Admin Asst in the
Human Services Dept. and .5 FTE Non Rep - Exempt E020 Admin Asst in the Veterans Service Office and transfer of
\$12,694 from the Ridgewood Care Center 2017 budget to the Veterans Service 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.

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
RIDGEWOOD CARE CENTER						
Regular Wages	526.401120	88,075	60,229	(8,801)	79,274	51,428
Worker's Comp	532.402210	283,287	217,818	(30)	283,257	217,788
Social Security	532.402220	561,612	379,207	(664)	560,948	378,543
Retirement	532.402230	617,750	422,734	(720)	617,030	422,014
Disability	532.402240	52,108	44,352	(60)	52,048	44,292
Group Insurance	532.402260	1,264,272	767,730	(2,376)	1,261,896	765,354
Life Insurance	532.402270	37,065	28,248	(43)	37,022	28,205
	TOTAL SOURCES			(12,694)		
VETERANS SERVICES						
Regular Wages	15500000.401000	96,725	46,761	8,671	105,396	55,432
Worker's Comp	15500000.402210	252	122	30	282	152
Social Security	15500000.402220	7,400	3,683	664	8,064	4,347
Retirement	15500000.402230	6,578	2,459	720	7,298	3,179
Disability	15500000.402240	677	422	60	737	482
Group Insurance	15500000.402260	22,466	10,297	2,376	24,842	12,673
Life Insurance	15500000.402270	482	211	43	525	254
Public Liability	15500000.436000	1,451	674	130	1,581	804
	TOTAL USES			12,694		
				0		

FINANCE COMMITTEE RECOMMENDATION

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

REASONS

FOR	AGAINST

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Position creation/change/deletion is effective August 7, 2017						
HUMAN SERVICES - OPERATIONS						
-1.000	Clerk IV - HSD	N30	(19,234)	(8,406)		(27,640)
-0.500	Accounting Supervisor - Ridgewood Ops	E050	(10,768)	(4,423)		(15,191)
1.000	Junior Staff Accountant - HSD	E030	20,011	8,554		28,565
0.500	Admin Assistant - Veterans Services/Central Ops	E020	8,672	4,024		12,696
<u>0.000</u>	Total for HSD - Operations		<u>(1,319)</u>	<u>(251)</u>		<u>(1,570)</u>
RIDGEWOOD CARE CENTER						
-0.500	Accounting Supervisor - Ridgewood Ops	E050	(10,768)	(4,423)		(15,191)
<u>-0.500</u>	Total for Ridgewood		<u>(10,768)</u>	<u>(4,423)</u>		<u>(15,191)</u>
VETERANS SERVICES						
0.500	Admin Assistant - Veterans Services/Central Ops	E020	8,671	4,023		12,694
<u>0.500</u>	Total for Veterans Services		<u>8,671</u>	<u>4,023</u>		<u>12,694</u>
<u>0.000</u>	GRAND TOTAL		<u>(3,416)</u>	<u>(651)</u>		<u>(4,067)</u>

August 2, 2017

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

FROM: Hope Otto
Human Services Director

RE: Position Changes within Fiscal and Operations

There is currently a vacant Accounting Supervisor position, funded 50% by HSD and 50% by Ridgewood. We would like to request the following:

- Downgrade the exempt, Grade 6 Accounting Supervisor position (Exempt 050) to Exempt 030 (Junior Staff Accountant-HSD), and transfer existing Clerk IV position to this role. See job description below.
- Reclassify the newly vacated Clerk IV position (Non-Exempt N30) to Administrative Assistant (Exempt 20). See job description below.

The Administrative Assistant position will be part time Veterans Services and part time administrative support to the HSD Division Managers. In the next 4 years, we will see a spike of Vietnam War Era Veterans who will qualify for benefits: nearly double by 2020. From 2022-2038, we will see this number quadruple with the aging gulf war veterans. This position has a part time need in Veterans Services today and having full time status with additional support duties will provide the Veterans Department with the technical capacity to reassign duties to full time status if necessary in upcoming budget cycles.

The administrative support part of this position would take over many of the administrative tasks that are currently performed by the Manager of Marketing and Fund Development, and Coordinator of Higher Expectations thus freeing up time for the managers to focus on projects and the daily operations of their Division.

Hope Otto
Human Services Director

RACINE COUNTY

Junior Staff Accountant Fiscal Division Human Services

Basic Function

To perform accounts payable, accounts receivable and reconciliation procedures for the Fiscal Division of the Human Services Department (HSD).

Essential Duties

1. Complete the accounts payable process, including but not limited to, preparation of data entry forms or their equivalent and entry in the County's financial system.
2. Receive mileage/meal/training expense claims from all HSD staff, verify required documentation, and review for eligibility under Racine County's policies. Calculate reimbursement, prepare accounts payable data entry form and enter in the County's financial system.
3. Make purchases for both Human Services and Health Services Departments using County-issued credit card. This includes verifying both HSD/HS as well as County purchasing guidelines have been followed.
4. Make training and hotel reservations for Human Services staff, ensuring that all Department and County policies are followed.
5. Work with the Contract Monitoring Supervisor to review, route, scan and track all vendor and revenue contracts for Human Services and Health Services.
6. Conduct fiscal reviews of vendor agencies.
7. Review and reconcile all audits of contract agencies per the requirements of the State Department of Administration, Health Services, Children and Family Services, Corrections and Workforce Development.
8. Maintain employees in Anuko Timetracker Program
9. Complete phone and copy cost accounting and copier meter readings
10. Serve as back up for other Fiscal Clerks and/or Data Entry Clerks within the Fiscal Division.
11. Perform other duties as assigned.

Supervision Received

Receives supervision from the Accountant Supervisor-Reports & Billing, Fiscal Division.

Qualifications

Education and Experience

- Associate degree in Accounting from an accredited technical school plus two (2) years recent bookkeeping/accounting experience. (Recent is defined as within the past five (5) years) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- One (1) year experience in the use of computer databases and/or spreadsheets.
- Passing score on OPAC's Language Arts, Filing, and Basic Math tests.
- Pass Vendor Data Entry test at 6,200 KPH with 95% accuracy.

- Pass 10 key numeric pad test at 8,000 KPH with 95% accuracy.
- Prompt and regular attendance.

Knowledge, Skills and Abilities

- Thorough knowledge of bookkeeping/accounting procedures.
- Detail oriented.
- Well organized, flexible and able to work both independently and in unit process.
- Ability to tactfully handle employee's and the public's inquiries for information.
- Ability to work in a confidential environment.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities; nor, is it intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind and level of difficulty.

RACINE COUNTY

ADMINISTRATIVE ASSISTANT VETERANS SERVICES/CENTRAL OPERATIONS Human Services

Basic Function

To perform responsible office work and serve as Secretary and Administrative Assistant to Human Services Management and Higher Expectations. The other half of the position will be serving as an advocate for veterans and their dependents in dealing with local, State and Federal Veterans' Agencies and serve as the Veteran Services Technician to insure that County residents are aware of veteran benefits, programs, and eligibility requirements

Essential Duties

1. Create and modify documents such as reports, memos and letters using Word, Excel, Power point and Publisher.
2. Schedule and coordinate meetings.
3. Counsel veterans, their survivors and/or dependents on the availability of benefits, and complete required applications and documents for benefits.
4. Authorize food and transportation vouchers to eligible low income veterans.
5. Authorize payment of invoices and vouchers for subscriptions, training, flags, flag holders, etc.
6. Maintain office supplies, flag holders and flags for distribution.
7. Assist veterans in obtaining records and other documentation needed to obtain employment and/or benefits.
8. Prepare letters, memos and other State and Federal documents.
9. Serve as liaison to local, State, Federal and other agencies which serve or grant aid to veterans their survivors and dependents.
10. Maintain office files and documents, and update State and County grave files.
11. Maintain the day to day operations of the office in the County Veterans Service Officer's absence.
12. Support staff in assigned project-based work.

Supervision Received

Receives supervision from the County Veterans Service Officer and Operations and Facilities Manager.

Qualifications

- Associate Degree in Secretarial Science and/or three (3) years related office experience providing administrative assistance support; or a High School diploma or GED and eight (8) years related experience providing administrative assistance support, including experience taking and transcribing minutes.
- Passing score on OPAC's Language Arts, Alphabetic Filing and Transcription tests.
- Type 50 net w.p.m. with 95% accuracy.
- Proficient in the use of Microsoft Word or comparable word processing applications.

- Prompt and regular attendance.

Knowledge, Skills and Abilities

- Ability to effectively communicate orally and in writing.
- Ability to deal effectively with other employees, elected officials, and the general public.
- Ability to handle multiple tasks.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skill, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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: Corporation Counsel

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 8/2/2017 Date of County Board Meeting to be Introduced: 8/8/2017

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:

Authorizing the conveyance and transfer of a former tax deed property located at 2816 Arthur Avenue, located in the
City of Racine, to current owners Richard Cruz and Celia Vanderwielen to correct a gap in title.

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.

RESOLUTION NO. 2017-

RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AUTHORIZING THE CONVEYANCE AND TRANSFER OF A FORMER TAX DEED PROPERTY LOCATED AT 2816 ARTHUR AVENUE, LOCATED IN THE CITY OF RACINE, TO CURRENT OWNERS RICHARD CRUZ AND CELIA VANDERWIELEN TO CORRECT A GAP IN TITLE

To the Honorable Members of the Racine County Board of Supervisors:

WHEREAS, Knight Barry Title Group contacted Racine County regarding the property located at 2816 Arthur Avenue in the City of Racine, Tax Parcel 276-00-00-14-367-000, because Racine County had an apparent fee simple interest in the property; and

WHEREAS, Knight Barry discovered that there is a break in the chain of title from Racine County's purchase of the property in 1941 filed with the Register of Deeds as Document Number 451316 to when Frank Elliot Sterbin executed a deed to himself and Beverly C.C. Sterbin, husband and wife, in 1988; and

WHEREAS, the Racine County Register of Deeds and City of Racine Assessor's office do not have any record of Frank Elliot Sterbin purchasing the property but the taxes on the parcel have been paid for decades; and

THEREFORE, BE IT RESOLVED by the Racine County Board of Supervisors, that to correct the gap in title, Racine County Corporation Counsel is hereby authorized to file a Quit Claim Deed to convey an interest Racine County may have in the former tax deed property located at 2816 Arthur Avenue in the City of Racine to the new owners, Richard Cruz, and Celia Vanderwielen; and

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that any two of the County Clerk, County Executive and/or County Board Chairman are authorized to execute any contracts, agreements or other documents necessary to carry out the intent of this resolution.

Respectfully submitted,

1st Reading _____

FINANCE AND HUMAN RESOURCES COMMITTEE

2nd Reading _____

BOARD ACTION
Adopted _____
For _____
Against _____
Absent _____

Q.A. Shakoor, II, Chairman

Robert N. Miller, Vice-Chairman

VOTE REQUIRED: Majority

Thomas Pringle, Secretary

Prepared by:
Corporation Counsel

Janet Bernberg

John A. Wisch

Donnie Snow

1 Res No. 2017-
2 Page Two

3 _____
4 Brett A. Nielsen

5
6
7 **The foregoing legislation adopted by the County Board of Supervisors of**
8 **Racine County, Wisconsin, is hereby:**

9 **Approved:** _____

10 **Vetoed:** _____

11
12 **Date:** _____,

13
14 _____
15 **Jonathan Delagrave, County Executive**

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: 8/2/2017

**Signature of Committee Chairperson
/Designee:** _____

Description: Fiscal Notes for 2nd Reading:
Resolution 2017-29 -

Motion: _____

Action: **County Board Supervisors**
 Approve
 Deny

Youth In Governance
 Approve
 Deny

July 25, 2017

RESOLUTION NO. 2017-29

**RESOLUTION BY THE PUBLIC WORKS, PARKS AND FACILITIES COMMITTEE
AUTHORIZING THE CONVEYANCE OF COUNTY OWNED LAND LOCATED IN
PRITCHARD PARK IN THE CITY OF RACINE BY TEMPORARY LIMITED EASEMENT
TO THE WISCONSIN DEPARTMENT OF TRANSPORTATION FOR HIGHWAY
PURPOSES**

To the Honorable Members of the Racine County Board of Supervisors:

BE IT RESOLVED by the Racine County Board of Supervisors that Racine County is authorized to grant an easement on certain County owned land to the Wisconsin Department of Transportation for highway purposes;

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors authorizes the easement as set forth in Exhibit "A", attached hereto;

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that the fiscal note as set forth in Exhibit "B," that is attached hereto, is authorized and approved.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that Corporation Counsel is authorized to prepare or review any agreement or other document, with the necessary and appropriate terms and conditions to facilitate this transaction;

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that additional terms and conditions may be applicable as the Corporation Counsel and the Director of Public Works deem necessary and appropriate; and

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that any two of the County Executive, the County Clerk and/or the County Board Chairman are authorized to execute any contracts, agreements or other documents necessary to carry out the intent of this resolution.

Respectfully submitted,

1st Reading _____

**PUBLIC WORKS, PARKS AND FACILITIES
COMMITTEE**

2nd Reading _____

BOARD ACTION

Ronald Molnar, Chairman

Adopted _____

For _____

Against _____

Absent _____

Mark M. Gleason, Vice-Chairman

VOTE REQUIRED: 2/3 M.E.

Tom Hincz, Secretary

Prepared by:
Corporation Counsel

Robert D. Grove

1 Res No. 2017-29

2 Page Two

3 _____
Kiana Harden-Johnson

4
5
6 _____
David J. Cooke

7
8
9 _____
Scott Maier

10
11 **The foregoing legislation adopted by the County Board of Supervisors of**
12 **Racine County, Wisconsin, is hereby:**

13 **Approved:** _____

14 **Vetoed:** _____

15
16 **Date:** _____,

17
18 _____
19 **Jonathan Delagrave, County Executive**

20
21
22 **INFORMATION ONLY**

23
24 **WHEREAS**, the Wisconsin Department of Transportation (DOT) plans to improve
25 deteriorating pavement conditions, improve safety and operations, and provide bicycle and
26 pedestrian accommodations throughout the highly traveled commercial and residential
27 corridor on Durand Avenue, in the City of Racine, Racine County; and

28
29 **WHEREAS**, this project requires the acquisition of one parcel of County owned land
30 by temporary limited easement known as Parcel 31 of Transportation Project Plat 2260-00-
31 21-4.05 recorded in Racine County as document Number 2462074 and involves 1.228
32 acres of land located in Pritchard park; and

33
34 **WHEREAS**, in accordance with appraisals performed for the Wisconsin Department
35 of Transportation, the purchase price of the real estate designated as Parcel 31 by
36 temporary limited easement shall be Twenty-Three Thousand and 0/100 Dollars
37 (\$23,000.00), comprised of \$1,300.00 for the temporary limited easement and \$21,700 as
38 costs to cure for the lost trees and fencing; and

39
40 **WHEREAS**, the Public Works, Parks and Facilities Committee finds that the granting
41 of such easements is in the best interest of the citizens of Racine County and will serve good
42 public policy.

EXHIBIT "B"

Fiscal Year: **2017**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
PARKS						
MISCELLANEOUS REVENUE	160200.329000	0	0	(23,000)	(23,000)	(23,000)
	TOTAL SOURCES			<u>(23,000)</u>		
MATERIALS	160200.453000	159,339	130,040	23,000	182,339	153,040
	TOTAL USES			<u>23,000</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
