

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

Supervisor Robert N. Miller, Chairman
Supervisor Brett Nielsen, Vice Chairman
Supervisor Q.A. Shakoor, II, Secretary
Supervisor Janet Bernberg
Supervisor Mike Dawson

Supervisor Thomas H. Pringle
Supervisor John A. Wisch
Kaitlyn Faust, Youth in Governance Representative
Daniel Roshi, 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 APRIL 10, 2019**

TIME: **5:30 P.M.**

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 March 20, 2019 committee meeting.
5. Approval of Minutes from the March 26, 2019 committee meeting.
6. County Treasurer – Jane Nikolai – Vacate Judgment of in-rem property at 1509 Plainfield Avenue, Village of Mt. Pleasant – 2019 – Resolution – Action Requested: 1st Reading at the April 16, 2019 County Board Meeting.
7. County Executive & Sheriff's Office – Jonathan Delagrave & Sheriff Christopher Schmaling - Authorizing the Donation to Downtown Racine Corporation in the amount of \$3,000 for the 2019 Public Art Project - Benches – 2019 – Report.
8. Consideration of nomination of Brian J. Nelson as the Finance Department Director.
9. Staff Report – No Action Items.
 - a) Finance & Human Resources Committee – Next Meeting will be May 1, 2019.
10. Adjournment

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance & Human Resources Committee

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: _____

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

Description: Approval of the minutes from the March 20, 2019 Meeting

Action: **County Board Supervisors**
 Approve
 Deny

Youth In Governance
 Approve
 Deny

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING
March 20, 2019

IVES GROVE OFFICE COMPLEX
PUBLIC WORKS CONFERENCE ROOM
14200 WASHINGTON AVENUE
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Miller, Supervisors Bernberg, Nielsen, Pringle, and Shakoor II, Youth Representative Rosli, County Executive Jonathan Delagrave, Interim Finance Director Jon Lehman, Gwen Zimmer, Human Resources Director Karen Galbraith, Emergency Management Coordinator David Maack, Asst. Corporation Counsel John Serketich, Latonia Woods, HSD Fiscal Manager Brian Nelson, Deputy HSD Director Brenda Danculovich and County Veterans Service Officer Zach Zdroik.

Excused: Supervisors Dawson and Wisch and Youth Representative Faust.

Agenda Item #1 – Convene Meeting.

Meeting Called to Order at 5:04pm by Chairman Miller.

Agenda Item #2 – Youth in Governance/Comments.

Youth in Governance statement was read by Youth Representative Rosli.

Agenda Item #3 – Public Comments.

None.

Agenda Item #4 – Approval of Minutes from the February 20, 2019 committee meeting.

Action: Approve the minutes from the February 20, 2019 meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #5 – Transfers:

a) Human Services – Hope Otto – Creation of 1 FTE Non-Rep – Exempt E020 Administrative Assistant and elimination of .5 FTE Contracted Position, Transfer of \$20,652 from Health Services 2019 Budget to the Veterans Service 2019 Budget and transfer of \$20,370 within the Veterans 2019 Budget – 2019 – Resolution – Action Requested: 1st Reading at the March 26, 2019 County Board Meeting.

Action: Accept the transfer and forward as a resolution to the County Board – 2019 – Creation of 1 FTE Non-Rep – Exempt E020 Administrative Assistant and elimination of .5 FTE Contracted Position, Transfer of \$20,652 from Health Services 2019 Budget to the Veterans Service 2019 Budget and transfer of \$20,370 within the Veterans 2019 Budget – 2019 – Resolution – 1st Reading at the March 26, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Shakoor. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

b) Victim Witness – Latonia Woods – Acceptance of a National Crime Victim’s Rights Week Community Awareness Projects in the amount of \$5,836.00 and transfer of funds within the Victim Witness 2019 Budget – 2019 – Resolution – Action Requested: 1st Reading at the March 26, 2019 County Board Meeting.

Action: Accept the transfer and forward as a resolution to the County Board – 2019 – Acceptance of a National Crime Victim’s Rights Week Community Awareness Projects Grant in the amount of \$5,836.00 and transfer of funds within the Victim Witness 2019 Budget – 2019 – Resolution – 1st Reading and 2nd Reading at the March 26, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #8 – Communication & Report Referrals from County Board Meeting:

Action: Receive and file items a - f. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #6 – Closed Session – 5:15 PM (Approximately 10 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 LEGAL COUNSEL THE FOLLOWING CLAIM AGAINST RACINE COUNTY: 1) ERIK GRABOWSKI.

Action: Motion to go into closed session pursuant to s. 19.85(1)(c), WI Stats, to discuss with legal counsel the following claims against Racine County: 1) Erik Grabowski at 5:19pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: Roll Call Vote was taken of the members present: All Ayes No Nays.

Agenda Item #7 – Regular Session.

Action: To reconvene into regular session at 5:27pm. **Motion passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays.

Action: Approval to resolve the claim(s) as recommended by Racine County Corp. Counsel. **Motion passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays

Agenda Item #9 – Staff Report – No Action Items.

Mr. Lehman asked the Finance & Human Resources Committee to meet prior to the March 26, 2019 County Board meeting to discuss the Domanik Drive Lease. Members agreed and requested Mr. Lehman to create a memo for the County Board outlining the lease extension information.

The Finance & Human Resources Committee asked Ms. Galbraith about the status of the review of employee pay rates in comparison to other counties. Ms. Galbraith reported that an outside study will need to be done and a proposal will be presented in the future. The Committee asked that a current employee pay rate report be distributed to members.

A Finance & Human Resources Committee meeting will be on April 10, 2019, if needed or unless canceled.

Agenda Item #10 – Adjournment.

Action: Adjourn meeting at 5:32pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Advisory Vote: All Ayes No Nays.

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance & Human Resources Committee

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: _____

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

Description: Approval of the minutes from the March 26, 2019 Meeting

Action: **County Board Supervisors**
 Approve
 Deny

Youth In Governance
 Approve
 Deny

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING

March 26, 2019

IVES GROVE OFFICE COMPLEX
PUBLIC WORKS CONFERENCE ROOM
14200 WASHINGTON AVENUE
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Miller, Supervisors Bernberg, Nielsen, Pringle, Shakoor II and Wisch, Interim Finance Director Jon Lehman, Finance Manager Gwen Zimmer, HSD Fiscal Manager Brian Nelson, Deputy HSD Director Brenda Danculovich, Human Services Director Hope Otto, Project Manager Liam Doherty.

Excused: Supervisors Dawson,

Agenda Item #1 – Convene Meeting.

Meeting Called to Order at 6:26pm by Chairman Miller.

Agenda Item #2 – Youth in Governance/Comments.

Youth in Governance statement was not read.

Agenda Item #3 – Public Comments.

None.

Agenda Item #4 – Approval of Minutes from the March 20, 2019 committee meeting.

Action: The minutes from March 20, 2019 will be approved at the next committee meeting.

Agenda Item #5 – Human Services Department – Hope Otto – Authorize a new 2-year lease for the space at Dominik Drive for Health Services operations – 2019 – Resolution – Action Requested: 1st Reading at the March 26, 2019 County Board Meeting.

Action: Authorize a new 2-year lease for the space at Dominik Drive for Health Services operations – 2019 – Resolution – 1st Reading at the March 26, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays.

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

Next Finance & Human Resources Committee meeting will be on April 10, 2019.

Agenda Item #9 – Adjournment.

Action: Adjourn meeting at 6:33pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays.

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2019</u>	X 	Resolution Request Ordinance Request Report Request
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Requestor/Originator: JANE F. NIKOLAI - RACINE COUNTY TREASURER

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) JANE NIKOLAI OR JOHN SERKITCH
 If a person is not in attendance the item may be held over.

Does the County Executive know of this request: NO

If related to a position or position change, Does the Human Resources Director know of this request: NA

Does this request propose the expenditure, receipt or transfer of any funds? NO

If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: FINANCE AND HUMAN RESOURCES COMMITTEE

Date Considered by Committee: 4/10/2019 **Date of County Board Meeting to be Introduced:** 4/16/2019

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

* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

VACATE JUDGMENT OF IN-REM PROPERTY AT 1509 PLAINFIELD AVE

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the 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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.



Jane F. Nikolai
Office of County Treasurer
730 Wisconsin Avenue
Racine, WI 53403
262-636-3239
fax: 262-636-3279
Jane.Nikolai@racinecounty.com

MEMO

March 25th, 2019

TO: Robert N. Miller
Chairman, Finance and Human Resources Committee

FROM: Jane F. Nikolai, Racine County Treasurer

RE: Vacate Judgment: In-Rem Property

Please put on the agenda for the committee meeting scheduled for April 10th, 2019 time to request your permission for Corporation Council to petition the court to vacate the judgment for an in-rem parcel from the October 12th court hearing.

The property was zoned residential, located at 1509 Plainfield in the Village of Mt Pleasant, and owned by Cheryl D. Mueckler. Payment for taxes and fees was received on March 5th, 2019. The Racine County Treasurer's Office is holding the funds that were paid for the delinquent taxes and fees.

If you have any questions, please contact me.

Thank you,

Jane F. Nikolai
Racine County Treasurer

Cc: John Serketich

ACTIVE TAX DEED PROPERTIES OWNED BY RACINE COUNTY

DISTRICT: Village of Mount Pleasant

Updated: 4/2/2019

PARCEL # 151-032329406000

IN REM ACTION #: 2018-1

ITEM #: 82

JUDGMENT DOC #: 2506132

JUDGEMENT DATE: 10/12/2018

LEGAL LOT 8 AND THE EAST 1/2 OF LOT 9, BLOCK 2, LAKE SHORE ADDITION, ACCORDING TO THE DESCRIPTION: RECORDED PLAT THEREOF. SAID LAND BEING IN THE VILLAGE OF MT PLEASANT, COUNTY OF RACINE AND STATE OF WISCONSIN.

PROP. ADDRESS: 1509 PLAINFIELD AVE

FORMER OWNER: CHERYL D MUECKLER

ASSESSED VALUE / 2017

Land: \$18,000.00
 IMP: \$84,200.00
TOTAL: \$102,200.00

FAIR MARKET VALUE 2017 \$102,100.00

APPRAISED VALUE: YEAR:

TAX YEAR	NET TAX	SPECIAL	INT	PEN	TOTAL
2012	\$754.82	\$0.00	\$520.83	\$260.41	\$1,536.06
2013	\$1,837.69	\$55.00	\$1,078.83	\$539.42	\$3,510.94
2014	\$1,753.95	\$1,013.36	\$1,245.29	\$622.64	\$4,635.24
2015	\$1,855.58	\$1,492.25	\$1,104.78	\$552.39	\$5,005.00
2016	\$1,842.28	\$692.58	\$532.32	\$266.16	\$3,333.34
2017	\$997.00	\$0.00	\$89.73	\$44.87	\$1,131.60
2018	\$1,799.82	\$775.41	\$0.00	\$0.00	\$2,575.23
	\$10,841.14	\$4,028.60	\$4,571.78	\$2,285.89	

****Please Note that tax amounts reflect the date the property became County owned.**

SPECIAL OVER 7500: NA **TAX TOTALS: \$21,727.41**

In-Rem Fee	\$254.09
Boarding Fee	\$1,762.00
Appraisal Fee	\$242.00
Newspaper Sale ad	\$0.00
Vacate Fee	\$500.00
FEE & COST TOTAL:	\$2,758.09

GRAND TOTAL: \$24,485.50

<p>DISPOSITION: _____</p> <p>TO: _____</p> <p>ON: _____</p> <p>TOTAL COSTS: <u>\$24,485.50</u></p> <p>SOLD / DONATED FOR: _____</p> <p>PROFIT OR (LOSS): _____</p>	<p style="text-align: center;">GENERAL RECEIPT NUMBERS</p> <p>NO: _____</p> <p>NO: _____</p>
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REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2019</u>		Resolution Request
			Ordinance Request
		X	Report Request

Requestor/Originator: County Executive Jonathan Delagrave & Sheriff Christopher Schmaling

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Scheriff Schmaling
If a person is not in attendance the item may be held over.

Does the County Executive know of this request: yes

If related to a position or position change, Does the Human Resources Director know of this request: _____

Does this request propose the expenditure, receipt or transfer of any funds? No
If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 4/10/2019 Date of County Board Meeting to be Introduced: _____

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

* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Authorizing the donation to Downtown Racine Coproation in the amount of \$3,000 for the 2019 Public Art Project - Benches

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the 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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.



SPONSORSHIP OPPORTUNITIES

Each year, people like you play a vital role in the success of our annual Public Art project in downtown Racine celebrating its 18th year. The community art provides an excellent opportunity to showcase our thriving art community, shops, galleries, museums, restaurants and beautiful lake-front by attracting thousands of visitors to the area throughout the summer months. We are confident that this year's art piece will continue the tradition. We are excited to announce we will be doing Benches and the artist's theme will be "Racine, Past, Present, Future. **We are also partnering with Veteran's Outreach.** Veteran's from the tiny house village will be building the benches and a portion of the proceeds of benches will go directly back to Veteran's Outreach.

All donations are tax deductible, under Downtown Racine Corporation, a Wisconsin non-profit 501(c)(3).

PERMANENT BENCH SPONSOR - \$1,500

- Your name will be displayed on a plaque affixed to the bench that you sponsor permanently placed in downtown.
- Bench will remain in downtown and will not get auctioned off at the end of summer. Bench will remain in downtown as long as the structure remains in good shape.
- Prominent logo placement on banner at Monument Square all summer long
- Logo on the all print, social media marketing (9,000+ followers), 10+ email blasts (5,000+ reach), print publications, digital ads, and our website.
- The right to use the public art logo and name in advertising touting your support of Downtown Racine public art.

BENCH SPONSOR \$500

- Your name will be displayed on a plaque affixed to the bench that you sponsor all summer long.
- Bench will be auctioned off to highest bidder in September
- Logo placement on banner at Monument Square all summer long
- Logo on the all print, social media marketing (9,000+ followers), 10+ email blasts (5,000+ reach), print publications, digital ads, and our website.
- The right to use the public art logo and name in advertising touting your support of Downtown Racine public art.

Yes, I'd like to sponsor!

Permanent Bench Sponsor \$1,500

Bench Sponsor \$500

Business Name _____

Contact Name _____

Email _____ Phone _____

Address _____



PLEASE CONTACT US IF YOU WOULD LIKE TO PARTICIPATE.

Kelly or Andrew at 262-634-6002

kkruise@racinedowntown.com or award@racinedowntown.com



ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE
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COUNTY EXECUTIVE

Page 3-7

DISCRETIONARY	11220000.440000	83,046	82,520
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SHERIFF'S OFFICE

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MAT - CRIME PREVENTION	11820000.453075	39,470	38,398
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THERE ARE SUFFICIENT FUNDS AVAILABLE TO COVER THE DONATION:

DESCRIPTION :

TOTAL PRICE

19 ART PROJECT - PERMANENT BENCH	1,500	COUNTY EXECUTIVE
19 ART PROJECT - PERMANENT BENCH	1,500	SHERIFFS'S OFFICE

Total for items to be purchased: 3,000

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

FOR

AGAINST

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN
RACINE COUNTY AND DOWNTOWN RACINE CORPORATION**

WHEREAS, the Downtown Racine Corporation is a Wisconsin non-stock corporation with its principal office address 425 Main Street, Racine, Wisconsin 53403, designated as a nonprofit organization under section 501(c)(3) of the Internal Revenue Code;

WHEREAS, in furtherance of its mission to attract new businesses, residents, and visitors, and to encourage economic development, tourism, and creation of employment opportunities, the Downtown Racine Corporation is hosting a public art event from June 8, 2019, through September 6, 2019, and Racine County and Racine County Sheriff's Office wish to show its support for this event and our local veterans by sponsoring two (2) Public Art Benches designed and built by veterans served by Veteran's Outreach of Wisconsin;

WHEREAS, Racine County, the Racine County Sheriff's Office, and the Downtown Racine Corporation desire to set out the various obligations and responsibilities of the parties;

NOW, THEREFORE, IT IS MUTUALLY AGREED, by and between Racine County, the Racine County Sheriff's Office, and the Downtown Racine Corporation, as follows:

1. Racine County will remit the full amount of \$3000.00, as Racine County and Racine County Sheriff's Office's sponsorship of a Public Art Bench Project, subject to the following conditions:
 - A. Downtown Racine Corporation agrees that the committed funds will be used exclusively toward Racine County and the Racine County Sheriff's Office's sponsorship of a Public Art Bench Project from June 8, 2019, through September 6, 2019;
 - B. The Downtown Racine Corporation shall provide a written report to the Racine County Executive, no later than December 31, 2019, confirming that the subject funds have been expended as set forth herein;
 - C. If the Downtown Racine Corporation fails to provide written notice as set forth above, or otherwise fails to expend the funds as set forth herein, Racine County may require the return of the balance of funds remaining and not so expended and such funds may be deemed forfeited by the Downtown Racine Corporation; and
 - D. The Downtown Racine Corporation shall not assign any part of this agreement without the express written consent of Racine County;
 - E. The Downtown Racine Corporation agrees not to discriminate on the basis of age, race, ethnicity, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record of conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment; and

F. To the fullest extent permitted by law, the Downtown Racine Corporation agrees to indemnify and hold harmless Racine County, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage (including costs of investigation and attorney's fees), which arise out of or are connected with the commitment of funds. The Downtown Racine Corporation shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to bear all other costs and expenses related thereto, including court costs and attorney's fees. The Downtown Racine Corporation's obligation shall not be construed to extend to any injury, loss, or damage that is caused by the act, omission, or other fault of Racine County.

Downtown Racine Corporation

By: _____ Date: _____

By: _____ Date: _____

Racine County

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2019</u>	<input type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input checked="" type="checkbox"/>	Report Request

Requestor/Originator: County Executive Jonathan Delagrave

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading)
If a person is not in attendance the item may be held over. _____

Does the County Executive know of this request: yes

If related to a position or position change, Does the Human Resources Director know of this request: _____

Does this request propose the expenditure, receipt or transfer of any funds? No
If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 4/10/2019 Date of County Board Meeting to be Introduced: _____

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

* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Consideration of nomination of Brian J. Nelson as the Finance Department Director

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the 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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.