

RESOLUTION NO. 2022-17

RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AUTHORIZING THE RECLASSIFICATION OF ONE FTE NON-REPRESENTED EXEMPT E040 LEGAL COORDINATOR TO ONE FTE NON-REPRESENTED EXEMPT E060 LEGAL COORDINATOR AND ANALYST EFFECTIVE JUNE 29, 2022, AND TRANSFER OF \$11,556 WITHIN THE 2022 HUMAN SERVICES AND CORPORATION COUNSEL BUDGET

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

BE IT RESOLVED by the Racine County Board of Supervisors that the transfer of funds as set forth in Exhibit "A," that is attached hereto, within the Human Services and Corporation Counsel 2022 Budget is authorized and approved; and

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that the reclassification of one FTE Non-Represented Exempt E040 Legal Coordinator to one FTE Non-Represented Exempt E060 Legal Coordinator and Analyst, as set forth in Exhibit "B," that is attached hereto, within the Human Services 2022 Budget is authorized and approved.

Respectfully submitted,

1st Reading \_\_\_\_\_

FINANCE AND HUMAN RESOURCES COMMITTEE

2nd Reading \_\_\_\_\_

BOARD ACTION

Donald J. Trottier, Chairman

Adopted \_\_\_\_\_

For \_\_\_\_\_

Against \_\_\_\_\_

Absent \_\_\_\_\_

Robert N. Miller, Vice-Chairman

VOTE REQUIRED: 2/3 M.E.

John A. Wisch, Secretary

Prepared by:  
Corporation Counsel

Marcus West

Scott Maier

Nick Demske

Jody Spencer

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

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Date: \_\_\_\_\_,

Jonathan Delagrave, County Executive

3 **INFORMATION ONLY**

4  
5 **WHEREAS**, the County employee who long occupied the Legal Coordinator position  
6 worked her last day in the Office of Corporation Counsel on May 27, 2022; and  
7

8 **WHEREAS**, the Office of Corporation Counsel is requesting to replace the position with  
9 a new E060 Legal Coordinator and Analyst position; and  
10

11 **WHEREAS**, historically, the Legal Coordinator has served critical functions, including,  
12 but not limited to: (i) coordinating the preparation of resolutions, reports, and ordinances with the  
13 respective departments; (ii) preparing insurance applications/renewals and acting as the lead  
14 project manager with insurance companies and underwriters; (iii) working with and collaborating  
15 with all departments to develop strong understanding of legal needs and risk profile; (iv)  
16 preparing various legal correspondence/agreements/forms and case/claim management; (v)  
17 receiving, processing, tracking, and coordinating responses to public records requests; and (vi)  
18 providing assistance to the legal team to meet the needs of the Office of Corporation Counsel;  
19 and  
20

21 **WHEREAS**, there is an emerging need for increased application of analytics to risk/legal  
22 management as business dynamics and service delivery become increasingly complex and  
23 multifaceted; and  
24

25 **WHEREAS**, with that in mind, the Office of Corporation Counsel wishes to incorporate  
26 more data science tools to identify relevant emerging risk and legal trends and metrics for  
27 effective monitoring; and  
28

29 **WHEREAS**, the requested position enhancement will fulfill the above-noted traditional  
30 Legal Coordinator responsibilities while also enabling the office to better perform legal research  
31 and collect and analyze data to reveal drivers of legal cost and risk and related outcomes; and  
32

33 **WHEREAS**, it is anticipated that the position will incorporate strategies/methods such as  
34 data exploration, statistical clustering, predictive modeling, and scenario analysis to establish  
35 baselines of data for measuring risk and developing and refining systems and procedures for  
36 administering and tracking legal undertakings; and  
37

38 **WHEREAS**, this will assist Racine County in effecting better outcomes and becoming  
39 more risk intelligent in implementing intervention and mitigation strategies; and  
40

41 **WHEREAS**, it is further envisioned that, over time, the position may additionally provide  
42 strategic support to Child Support and Facilities Management and receive correlating funding  
43 from those offices; and  
44

45 **WHEREAS**, the Office of Corporation Counsel is requesting to fill the position  
46 immediately; and  
47

48 **WHEREAS**, the funding for this position will come from within the Corporation Counsel's  
49 2022 budget with supplemental funding from the Human Services 2022 budget to cover the  
50 difference between the prior/new position; and  
51

52 **WHEREAS**, it is anticipated that the position will realize operational efficiencies and  
53 savings through avoidance/minimization of legal risk and claims.

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
<b>HUMAN SERVICES</b>		<b>2022 Budget Pages 33-23</b>				
Contracted Services	4410990.404500	215,787	152,341	(11,556)	204,231	140,785
<b>TOTAL SOURCES</b>				<b>(11,556)</b>		
<b>CORPORATION COUNSEL</b>		<b>2022 Budget Pages 8-7</b>				
Wages	14100000.401000	363,203	242,656	9,678	372,881	252,334
Worker's Comp	14100000.402210	3,961	2,426	97	4,058	2,523
Social Security	14100000.402220	30,310	19,096	741	31,051	19,837
Retirement	14100000.402230	30,703	18,798	750	31,453	19,548
Disability Insurance	14100000.402240	3,961	2,496	97	4,058	2,593
Life Insurance	14100000.402270	1,973	1,332	48	2,021	1,380
Public Liability	14100000.436000	5,943	3,640	145	6,088	3,785
<b>TOTAL USES</b>				<b>11,556</b>		
				<b>0</b>		

FINANCE COMMITTEE RECOMMENDATION

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

REASONS

FOR	AGAINST

\*JUNE-8-2022\*

FISCAL NOTE RESOLUTION NO: 2022-17

EXHIBIT "B"

Fiscal Year: 2022

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Position change will be effective June 29, 2022						
CORPORATION COUNSEL						
-1.000	Legal Coordinator (position #10861)	E040	(58,174)	(11,286)		(69,460)
1.000	Legal Coordinator and Analyst	E060	67,852	13,164		81,016
<u>0.000</u>		Total for CORPORATION COUNSEL	<u>9,678</u>	<u>1,878</u>	<u>0</u>	<u>11,556</u>

This fiscal note authorizes a 5% pay increase for the transferring employee.