

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

Supervisor Don Trottier, Chairman  
Supervisor Robert Miller, Vice Chairman  
Supervisor John Wisch, Secretary  
Supervisor Nick Demske  
Supervisor Scott Maier

Supervisor Jody Spencer  
Supervisor Jason Eckman  
Adan Merino-Cabrera, Youth in Governance Representative  
Daysia Ward, Youth in Governance Representative

---

**\*\*\*AMENDED\*\*\*  
NOTICE OF MEETING OF THE  
FINANCE AND HUMAN RESOURCES COMMITTEE**

**DATE: WEDNESDAY DECEMBER 6, 2023**

**TIME: 5:00 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 November 15, 2023, committee meeting.
5. County Executive – Jonathan Delagrave – Update on potential capital projects, which may include 911 radio, marina, ice rink, Racine Heritage Museum, and mental health building - Information only.
6. \*\*\*County Treasurer – Jeffrey Latus –Transfer of In Rem Property at 13038 Golf Road in the Village of Caledonia by Quit Claim Deed– 2023 – Resolution – Action Requested: 1<sup>st</sup> and 2<sup>nd</sup> Reading at the December 19, 2023, County Board Meeting.
7. Transfers
  - Human Services Department – Hope Otto — Authorize the creation of 4 FTE Access Worker N077 and 1 FTE Lead Foster Care Worker N126 effective 1/1/24 and transfer of \$329,801 within the Human Services Department 2024 Budget –2023 – Resolution – Action Requested: 1<sup>st</sup> and 2<sup>nd</sup> Reading at the December 19, 2023, County Board Meeting.
  - Human Services Department – Hope Otto — Authorize the creation of 4 FTE Adult Protective Service Worker N125 effective 1/15/24 and transfer of \$316,132 within the Human Services Department 2024 Budget – 2023 – Resolution – Action Requested: 1<sup>st</sup>

Reading at the December 19, 2023, County Board Meeting.

- Human Resources Department –Sarah Street — Authorize the creation of 1 FTE Human Resources Analyst Grade E040 effective 1/15/24 and transfer of \$78,911 from the Human Services Department to the Human Resources Department 2024 Budget. – 2023 – Resolution – Action Requested: 1st Reading at the December 19, 2023, County Board Meeting.

8. \*\*\*Finance Department – Gwen Zimmer – 2022 Comprehensive Annual Financial Report for the year ending December 31, 2022, and the 2022 Single Audit – 2023 – Report.

<https://www.racinecounty.com/departments/finance/finance-reports/acfr-reports>

9. Communication & Report Referrals from County Board Meeting:

a. Bankruptcy items:

<b>Type of Action:</b>	<b>Person/Persons</b>
Chapter 7 Notice of Case	Andrew Westman; Kristin Brockway; Emil Bansil Jr; Janet Moore;
Chapter 7 Order of Discharge	James Klasen; Naysia Simpson; Amanda Jenkins; Isaiah Jenkins; Amanda Jenkins; Isaiah Jenkins; Donald Kannenberg; Jean Morin; William Cramer;
Chapter 7 Order Reopening Case for Purpose of Issuing Discharge	William Cramer;
Chapter 13 Notice of Case	Kaitlyn Straka; Carmen Bulski; Victor Hanson; Kelly Martinez; Ashley Sanders; Geoffrey Poplawski; Andrea Poplawski; Brian Krajewski;
Chapter 13 Order Confirming Chapter 13 Plan	Jackie Ortelli;
Chapter 13 Notice and Motion to Dismiss Confirmed Plan	Felicia Jamerson;
Chapter 13 Case Closed without Discharge	Tracey Lees;
Chapter 13 Order Modifying Confirmed Chapter 13 Plan	Dennis Rector;
Chapter 13 Order of Discharge	Brian Genevich; Kristin Genevich; Roberta Bateman; Christopher Bateman;
Chapter 13 Order Dismissing Case	Jason Loman; Jeanna Lowman; Cintya Alvarez; Jerry Bates; Carolyn Weeks;

Chapter 13 Notice of Request to Amend Unconfirmed Plan	Tammy Sweeney;
Chapter 13 Order Continuing Automatic Stay	Mamie Washington;

10. Staff Report – No Action Items.

- Finance & Human Resources Committee –Next Meeting will be January 3, 2023.
- December 20<sup>th</sup>, 2023, meeting has been cancelled.

11. Adjournment

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

**Requestor/Originator** Finance & Human Resources Committee

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

**Date of Committee Meeting:** 12/6/2023

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

**Description:** Minutes from the November 15, 2023 FHR Meeting

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Youth In Governance**  
 Approve  
 Deny

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**  
**Wednesday, November 15<sup>th</sup>, 2023**

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

**Meeting attended by:** Chairman Trottier, Supervisors Eckman, Demske, Maier, Spencer, and Miller, Youth in Governance Representative Ward.

**Other attendees:** Human Resources Director Sarah Street, Public Works and Development Services Director Roley Behm, Highway & Parks Superintendent Patrice Brunette, PFM Financial Advisors Director David Anderson, PFM Financial Advisors Managing Director Matt Schnackenberg, Corporation Counsel Michael Lanzdorf, Administration of Aging and Disability Jelena Jones, F3 Director of Marketing Carrie Reid, Captain Cary Madrigal, Principal Assistant Corporation Counsel John Serketich and Accounting Operations Manager Kris Dement.

**Excused:** Supervisor Wisch and Finance Director Gwen Zimmer.

**Not in Attendance:** Youth in Governance Representative Merino-Cabrera.

**Agenda Item #1 – Convene Meeting**

Meeting Called to Order at 5:02 p.m. by Chairman Trottier.

**Agenda Item #2 – Youth in Governance/Comments**

Youth in Governance statement was read by Youth Representative Ward.

**Agenda Item #3 – Public Comments**

There were no public comments.

**Agenda Item #4 – Approval of Minutes from the November 15, 2023, committee meeting**

**Action:** Approve the minutes as amended from the November 1, 2023, committee meeting.

**Motion Passed:** Moved: Supervisor Eckman. Seconded by Supervisor Maier. Vote: All Ayes No Nays.  
Advisory Vote: All Ayes, No Nays.

**Agenda Item #5 – Public Works and Development Services – Roley Behm – Authorizing Racine County to renew a lease agreement with JPM Hospitality, LLC for the operation and management of a bar and restaurant at Reefpoint Marina – 2023 – Resolution – Action Requested: 1st Reading at the November 28, 2023, County Board Meeting.**

Corporation Counsel Michael Lanzdorf presented this item.

**Action:** Authorize Racine County to renew a lease agreement with JPM Hospitality, LLC for the operation and management of a bar and restaurant at Reefpoint Marina – 2023 – Resolution – Action Requested: 1st Reading at the November 28, 2023, County Board Meeting.

**Motion Passed:** Moved: Supervisor Miller. Seconded by Supervisor Demske. Vote: All Ayes No Nays.  
Advisory Vote: All Ayes, No Nays

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING  
Wednesday, November 15<sup>th</sup>, 2023

**Agenda Item #6 – Public Works and Development Services – Roley Behm – Authorizing Racine County to renew an agreement with Founders 3 Management company for the property and operations management of Reefpoint Marina – 2023 – Resolution – Action Requested: 1st Reading at the November 28, 2023, County Board Meeting.**

Corporation Counsel Michael Lanzdorf and F3 Director of Marketing Carrie Reid presented this item.

*The Committee requests the language to the contact be modified.*

**Action:** Authorize Racine County to renew an agreement with Founders 3 Management company for the property and operations management of Reefpoint Marina – 2023 – Resolution – Action Requested: 1st Reading at the November 28, 2023, County Board Meeting with Amendment to the F3 contract language.

**Motion Passed:** Moved: Supervisor Miller. Seconded by Supervisor Demske. Vote: All Ayes No Nays. Advisory Vote: All Ayes, No Nays

**Agenda Item #7– Finance Department – Gwen Zimmer with staff from PFM – Resolution authorizing the transfer of funds, the establishment of an escrow account with respect to, and the defeasance of certain of the county’s taxable general obligation refunding bonds, series 2019B – 2023 – Resolution – Action Requested 1<sup>st</sup> and 2<sup>nd</sup> reading November 28, 2023, County Board Meeting.**

PFM Financial Advisors Director David Anderson and PFM Financial Advisors Managing Director Matt Schnackenberg, presented this item.

**Action:** Authorize the transfer of funds, the establishment of an escrow account with respect to, and the defeasance of certain of the county’s taxable general obligation refunding bonds, series 2019B – 2023 – Resolution – Action Requested 1<sup>st</sup> and 2<sup>nd</sup> reading November 28, 2023, County Board Meeting.

**Motion Passed:** Moved: Supervisor Miller. Seconded by Supervisor Eckman. Vote: All Ayes No Nays. Advisory Vote: All Ayes, No Nays

**Agenda Item #8 – Human Services Department – Hope Otto – Authorize the purchase of a capital asset-vehicle and the transfer of \$46,000 within the Health Services 2023 Budget – 2023 – Resolution – Action Requested: 1<sup>st</sup> and 2<sup>nd</sup> Reading at the November 28, 2023 County Board Meeting.**

Administration of Aging and Disability Jelena Jones presented this item.

**Action:** Authorize the purchase of a capital asset-vehicle and the transfer of \$46,000 within the Health Services 2023 Budget – 2023 – Resolution – Action Requested: 1<sup>st</sup> and 2<sup>nd</sup> Reading at the November 28, 2023, County Board Meeting.

**Motion Passed:** Moved: Supervisor Miller. Seconded by Supervisor Demske Vote: All Ayes No Nays. Advisory Vote: All Ayes, No Nays

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING  
Wednesday, November 15<sup>th</sup>, 2023

**Agenda Item #9 – Closed Session – IT IS ANTICIPATED THAT THE FINANCE AND HUMAN RESOURCES COMMITTEE WILL MEET IN A CLOSED SESSION PURSUANT TO SECTION 19.85(1)(g) OF THE WISCONSIN STATE STATUTES TO DISCUSS WITH LEGAL COUNSEL CLAIMS AGAINST RACINE COUNTY: 1) LORI KERBER 2) NANCY MIHOLLAND 3) 3B CONCESSIONS INC. (CINDY KOZELOU).**

**Action:** To go into closed session at 5:40p.m.

**Motion Passed:** Moved by Supervisor Miller. Seconded by Supervisor Eckman. Motion passed by a unanimous roll call vote:

**Agenda Item #9a – Regular Session.**

**Action:** To reconvene into regular session at 5:50 p.m.

**Motion Passed:** Moved by Supervisor Miller. Seconded by Supervisor Demske. Vote: All Ayes, No Nays.

**Action:** To deny the claim with Lori Kerber in the amount of \$6,170.00 and the claim with Nancy Miholland in the amount of \$802.55.

**Motion Passed:** Moved by Supervisor Eckman. Seconded by Supervisor Miller. Vote: All Ayes, No Nays.

**Action:** To approve the claim settlement with 3B Concessions Inc (Cindy Kozelou) in the amount of \$2,268.68.

**Motion Passed:** Moved by Supervisor Miller. Seconded by Supervisor Eckman. Vote: All Ayes, No Nays.

**Agenda Item #10 -Communication & Report Referrals from County Board Meeting:**

**Action:** Receive and file item a-b.

**Motion Passed:** Moved by Supervisor Miller. Seconded by Supervisor Demske. Vote: All Ayes, No Nays. Advisory Vote: All Ayes, No Nays.

**Agenda Item #11 – Staff Report – No Action Items.**

- a. Finance & Human Resources Committee – Next Meeting will be December 6, 2023.

**Agenda Item #12 – Adjournment.**

**Action:** Adjourn the meeting at 6:00 p.m.

**Motion Passed:** Moved by Supervisor Miller. Seconded by Supervisor Maier. Vote: All Ayes, No Nays.

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2023</u>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Resolution Request Ordinance Request Information Only 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)** Jonathan Delagrave  
 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:** n/a

**Does this request propose the expenditure, receipt or transfer of any funds?** n/a

**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

**Date Considered by Committee:** 12/6/2023                      **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:**

Update on potential capital projects, which may include 911 radio, marina, ice rink, Racine Heritage Museum, and mental health building.

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.**



REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2023</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Information Only
		<input type="checkbox"/>	Report Request

Requestor/Originator: County Treasurer- Jeffrey Latus

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. Jeffrey Latus

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: n/a

Does this request propose the expenditure, receipt or transfer of any funds? n/a

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

Date Considered by Committee: 12/06/2023 Date of County Board Meeting to be Introduced: 12/19/2023

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:**

Transfer of In Rem Property at 13038 Golf Road in the Village of Caledonia by Quit Claim Deed.

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.**

# ACTIVE TAX DEED PROPERTIES OWNED BY RACINE COUNTY

DISTRICT: VILLAGE OF CALEDONIA

Updated: 11/30/2023

PARCEL # 104-04-22-31-021-000

IN REM ACTION #: 2020-1

JUDGMENT DOC #: 2562014

ITEM #: 7

JUDGEMENT DATE: 8/19/2020

**LEGAL DESCRIPTION:** THE EAST ONE-HUNDRED NINETY-EIGHT (198) FEET OF THE SOUTH EAST ONE-QUARTER (1/4) OF THE NORTH WEST ONE-QUARTER (1/4) OF SECTION THIRTY-ONE (31), TOWNSHIP FOUR (4) NORTH, RANGE TWENTY-TWO (22) EAST. SAID LAND BEING IN THE VILLAGE OF CALEDONIA, COUNTY OF RACINE AND STATE OF WISCONSIN.

**PROP. ADDRESS:** 13038 GOLF RD

**FORMER OWNER:** BERNARD C BAUER, AS TRUSTEE OF THE REVOCABLE LIVING TRUST PLUS OF BERNARD C BAUER

**ASSESSED VALUE / 2019**

Land: \$73,500.00  
 IMP: \$211,100.00  
**TOTAL: \$284,600.00**

**FAIR MARKET VALUE 2019** \$280,100.00

**APPRAISED VALUE:** \$185,000.00  
**YEAR:** 2020

TAX YEAR	NET TAX	SPECIAL	INT	PEN	TOTAL
2016	3,766.65	-	\$1,619.66	\$809.83	\$6,196.14
2017	4,277.02	290.77	\$1,416.02	\$708.01	\$6,691.82
2018	4,296.90	465.78	\$904.91	\$452.46	\$6,120.05
2019	2,010.38	301.87	\$371.79	\$185.89	\$2,869.93
2020	5,544.99	304.63	\$0.00	\$0.00	\$5,849.62
2021	-	137.86	\$0.00	\$0.00	\$137.86
2022	-	139.74	\$0.00	\$0.00	\$139.74
2023 estimate	-	139.74	\$0.00	\$0.00	\$139.74
	<b>\$19,895.94</b>	<b>\$1,780.39</b>	<b>\$4,312.38</b>	<b>\$2,156.19</b>	

**SPECIAL OVER 7500:** NA

**TAX TOTALS:** \$28,144.90

In-Rem Fee	\$275.00
Boarding Fee	\$1,735.00
Appraisal Fee	\$220.00
Vacate Fee	\$0.00
Newspaper Sale ad	\$55.81
Lawn Care / Snow	\$620.00
<b>FEE &amp; COST TOTAL:</b>	<b>\$2,905.81</b>

**GRAND TOTAL:** \$31,050.71

<p><b>DISPOSITION:</b> _____</p> <p><b>TO:</b> _____</p> <p><b>ON:</b> _____</p> <p><b>TOTAL COSTS:</b> <u>\$31,050.71</u></p> <p><b>SOLD / DONATED FOR:</b> _____</p> <p><b>PROFIT OR (LOSS):</b> _____</p>	<p style="text-align: center;"><b>GENERAL RECEIPT NUMBERS</b></p> <p><b>NO:</b> _____</p> <p><b>NO:</b> _____</p>
--	---

**RESOLUTION NO. 2023-**

**RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AUTHORIZING THE TRANSFER OF IN REM PROPERTY AT 13038 GOLF ROAD IN THE VILLAGE OF CALEDONIA BY QUIT CLAIM DEED**

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

**WHEREAS**, Tax Parcel Number 104-04-22-31-021-000 (“Property”) located at 13038 Golf Road in the Village of Caledonia, County of Racine, State of Wisconsin, was acquired by Racine County in an In-Rem Tax Foreclosure proceeding in Racine County Circuit Court Case Number 2020-CV-0836 on August 19, 2020; and

**WHEREAS**, Racine County acquired and has held this parcel given its close proximity to a potential development corridor in the Village of Caledonia mindful of the opportunity to market it in tandem with and to facilitate broader development opportunities with the intent to sell or otherwise convey the parcel to recover some or all the back taxes that were paid by the County in settlement. The outstanding property taxes and fees due for the parcel totals \$31,050.71; and

**WHEREAS**, utilization of the parcel to facilitate broader development opportunity within a nearby development corridor in the Village of Caledonia would be beneficial to the Village and Racine County; and

**NOW, THEREFORE, BE IT RESOLVED** by the Racine County Board of Supervisors that the Racine County Treasurer is authorized to immediately convey the Property to the Village of Caledonia subject to the following terms and conditions:

1. The Village of Caledonia agrees to accept title and ownership of the Property, in its current condition at the time of conveyance “as is and with all faults,” and said conveyance shall be full and final; and
2. Subject to statutory municipal limits of liability and exemptions provided by Wis. Stat. Sec. 292.11, the Village shall hold harmless and indemnify the County from all liability for any reason, known or unknown, related to the condition or status of the property, whether such liability or condition is known or unknown at the time of transfer of title;
3. Direct payment of outstanding property taxes and fees due for the parcel shall be remitted to County upon sale of the parcel by the Village to facilitate (i) relocation of a building used for the storage of biosolids; and (ii) a development that has the potential to create significant tax base in the Village of Caledonia; and
4. In the event Village sells the parcel to facilitate the above-described development, but such development does not proceed by December 31, 2024, then the Village shall remit to the County One Hundred Fifty-Three, Nine-Hundred Forty-Nine Thousand Dollars and 29/00 cents (\$153,949.29) – representing the difference between the appraised amount for the Property and the applicable outstanding property taxes and fees and Village closing costs – paid by the intended buyer of the Property.

3  
4 **BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that  
5 additional terms and conditions may be applicable as the Corporation Counsel, the Finance  
6 Director, and the Racine County Treasurer deem necessary and appropriate; and

7  
8 **BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that any two  
9 of the County Clerk, County Executive and/or County Board Chairman are authorized to  
10 execute any contracts, agreements or other documents necessary to carry out the intent of this  
11 resolution.

12  
13 Respectfully submitted,

14  
15 1st Reading \_\_\_\_\_

**FINANCE AND HUMAN RESOURCES  
COMMITTEE**

16  
17 2nd Reading \_\_\_\_\_

18  
19 **BOARD ACTION**

\_\_\_\_\_  
Donald J. Trottier, Chairman

20 Adopted \_\_\_\_\_

21 For \_\_\_\_\_

22 Against \_\_\_\_\_

23 Absent \_\_\_\_\_

\_\_\_\_\_  
Robert N. Miller, Vice-Chairman

24  
25 VOTE REQUIRED: Majority

\_\_\_\_\_  
John A. Wisch, Secretary

26  
27 Prepared by:  
28 Corporation Counsel

\_\_\_\_\_  
Scott Maier

\_\_\_\_\_  
Nick Demske

\_\_\_\_\_  
Jody Spencer

\_\_\_\_\_  
Jason Eckman

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

41 **Approved:** \_\_\_\_\_

42 **Vetoed:** \_\_\_\_\_

43  
44 **Date:** \_\_\_\_\_,

45  
46 \_\_\_\_\_  
47 **Jonathan Delagrave, County Executive**

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2023</u>	<input checked="" type="checkbox"/>	Resolution Request Ordinance Request Report Request
------------------	-------------------------------------	---

Requestor/Originator: Human Services Department - Hope Otto

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. Hope Otto

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: Yes

Does this request propose the expenditure, receipt or transfer of any funds? Yes

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: 12/6/2023 Date of County Board Meeting to be Introduced: 12/19/2023

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:**

Authorize the creation of 4 FTE Access Worker N077 and 1 FTE Lead Foster Care Worker N126 effective 1/1/24 and transfer of \$329,801 within the Human Services Department 2024 Budget.

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.**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
--------------	----------------	----------------	-----------------	----------	-----------------------	------------------------

**HUMAN SERVICES BUDGET**

CONTRACTED SERVICES	4206300.404500	360,513	360,513	(329,801)	30,712	30,712
---------------------	----------------	---------	---------	-----------	--------	--------

<b>TOTAL SOURCES</b>				<b>(329,801)</b>		
----------------------	--	--	--	------------------	--	--

**HUMAN SERVICES BUDGET**

WAGES	4206990.401000	3,219,192	3,219,192	217,377	3,436,569	3,436,569
WORKER'S COMP	4206990.402210	32,187	32,187	2,174	34,361	34,361
SOCIAL SECURITY	4206990.402220	246,268	246,268	16,630	262,898	262,898
RETIREMENT	4206990.402230	218,901	218,901	14,782	233,683	233,683
DISABILITY INSURANCE	4206990.402240	32,187	32,187	2,174	34,361	34,361
GROUP INSURANCE	4206990.402260	741,000	741,000	71,250	812,250	812,250
LIFE INSURANCE	4206990.402270	7,451	7,451	522	7,973	7,973
LEGAL FEES AND 65.90(6) FUND	4206990.436000	69,856	69,856	4,892	74,748	74,748

<b>TOTAL USES</b>				<b>329,801</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

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
-----	----------	-------	-------	---------	----------	-------

Positions will be effective January 15, 2024

**HUMAN SERVICES**

(4.00)	ACCESS WORKER				(319,971)	(319,971)
(1.00)	LEAD FOSTER CARE WORKER				(86,139)	(86,139)
4.00	ACCESS WORKER	N077	205,223	95,688		300,911
1.00	SUPPORT SERVICES COORDINATOR	N126	69,071	27,272		96,343
<u>-</u>	<b>Total for HUMAN SERVICES</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>(8,856)</u>

November 20, 2023

TO: Chairman, Finance Committee

FROM: Hope Otto  
Human Services Director

RE: Youth & Family Positions

This resolution requests the creation of 4 Youth & Family Access Workers and 1 Youth & Family Support Services Coordinator. These positions play vital roles within the Youth & Family Division and in fulfilling statutory obligations. These positions were contracted with an agency for many years and the staff within these positions hold necessary expertise and knowledge. The contracted provider has submitted an abrupt notice to withdraw from the current contractual agreement. Given the vital role of these positions, bringing them under County employment would best allow for maximum stability and continued, unimpeded operations.

This resolution additionally requests a reorganization of the Youth & Family Division foster care unit to best align responsibilities with key roles and provide structured mobility within the unit in a cost-effective manner. In doing so, 3 Youth & Family Case Manager positions would be downgraded to Youth & Family Support Services Workers.

The creation and reorganization of these positions will provide organized structural stability that allows a strong foster care support team. This ensures the fulfillment of statutory requirements while providing consistent, high-quality service.

Sincerely,

Hope Otto, Director  
Racine County Human Services Department



REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2023</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Human Services Department - Hope Otto

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Hope Otto  
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: Yes

Does this request propose the expenditure, receipt or transfer of any funds? Yes

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: 12/6/2023 Date of County Board Meeting to be Introduced: 12/19/2023

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:**

Authorize the creation of 4 FTE Adult Protective Service Worker N125 effective 1/15/24 and transfer of \$316,132 within the Human Services Department 2024 Budget.

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.**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
--------------	----------------	----------------	-----------------	----------	-----------------------	------------------------

**HUMAN SERVICES BUDGET**

HSD CONTINGENT	44109901.515500	3,571,486	3,571,486	(32,094)	3,539,392	3,539,392
CONTRACTED SERVICES	4102604.404500	316,254	316,254	(284,038)	32,216	32,216

**TOTAL SOURCES** (316,132)

**HUMAN SERVICES BUDGET**

WAGES	4102604.401000	333,406	333,406	218,028	551,434	551,434
WORKER'S COMP	4102604.402210	3,334	3,334	2,180	5,514	5,514
SOCIAL SECURITY	4102604.402220	25,505	25,505	16,680	42,185	42,185
RETIREMENT	4102604.402230	22,671	22,671	14,828	37,499	37,499
DISABILITY INSURANCE	4102604.402240	3,334	3,334	2,180	5,514	5,514
GROUP INSURANCE	4102604.402260	71,250	71,250	57,000	128,250	128,250
LIFE INSURANCE	4102604.402270	771	771	504	1,275	1,275
LEGAL FEES AND 65.90(6) FUND	4102604.436000	7,235	7,235	4,732	11,967	11,967

**TOTAL USES** 316,132

0

**FINANCE COMMITTEE RECOMMENDATION**

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

FOR	AGAINST

\*DEC-19-2023\*

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2023

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
-----	----------	-------	-------	---------	----------	-------

Positions will be effective January 15, 2024

**HUMAN SERVICES**

-4.000	APS WORKER				(284,038)	(284,038)
4.000	APS WORKER	N125	218,028	98,104		316,132
<u>0.000</u>		<b>Total for HUMAN SERVICES</b>	<u>218,028.00</u>	<u>98,104.00</u>	<u>(284,038.00)</u>	<u>32,094.00</u>

November 15, 2023

TO: Supervisor Donald Trottier  
Chairman, Finance Committee

FROM: Hope Otto  
Human Services Director

RE: Adult Protective Services Staffing Changes Requested

---

The Racine County Aging and Disability Services Division has undergone a thoughtful and comprehensive review and analysis of service delivery. As part of this review, it has been identified that recruitment and retention of Adult Protective Services (APS) workers is crucial in meeting the ongoing demands of workload. The APS unit has had a vacancy for the past year equivalent to a 1.0 FTE. Currently, the APS unit utilizes another staff member from crisis to assist in the coverage deficits. The current ratio of APS referrals/investigation far exceeds the staff capability, averaging over 25 referrals per month per worker. The county must continue to provide these services and ensure there are enough staff to meet the demands of referrals received from the community.

As a result, the Aging and Disability Services Division is requesting the remaining 4 contracted positions be converted to County full-time positions. This will assist with staff recruitment and ongoing retention.

Hope Otto  
Human Services Director

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2023</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Human Resources Department-Sarah Street

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. Sarah Street

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: Yes

Does this request propose the expenditure, receipt or transfer of any funds? Yes

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: 12/6/2023 Date of County Board Meeting to be Introduced: 12/19/2023

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:**

Authorize the creation of 1 FTE Human Resources Analyst Grade E040 effective 1/15/24 and transfer of \$78,911 from the Human Services Department to the Human Resources Department 2024 Budget.

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.**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
--------------	----------------	----------------	-----------------	----------	-----------------------	------------------------

**HUMAN SERVICES BUDGET**

WAGES	4206990.401000	3,219,192	3,219,192	(54,405)	3,164,787	3,164,787
WORKER'S COMP	4206990.402210	32,187	32,187	(544)	31,643	31,643
SOCIAL SECURITY	4206990.402220	246,268	246,268	(4,162)	242,106	242,106
RETIREMENT	4206990.402230	218,901	218,901	(3,699)	215,202	215,202
DISABILITY INSURANCE	4206990.402240	32,187	32,187	(544)	31,643	31,643
GROUP INSURANCE	4206990.402260	741,000	741,000	(14,250)	726,750	726,750
LIFE INSURANCE	4206990.402270	7,451	7,451	(126)	7,325	7,325
LEGAL FEES AND 65.90(6) FUND	4206990.436000	69,856	69,856	(1,181)	68,675	68,675
<b>TOTAL SOURCES</b>				<b>(78,911)</b>		

**HUMAN RESOURCES BUDGET**

WAGES	12100000.401000	466,979	466,979	54,405	521,384	521,384
WORKER'S COMP	12100000.402210	4,669	4,669	544	5,213	5,213
SOCIAL SECURITY	12100000.402220	35,724	35,724	4,162	39,886	39,886
RETIREMENT	12100000.402230	31,755	31,755	3,699	35,454	35,454
DISABILITY INSURANCE	12100000.402240	4,669	4,669	544	5,213	5,213
GROUP INSURANCE	12100000.402260	82,650	82,650	14,250	96,900	96,900
LIFE INSURANCE	12100000.402270	1,081	1,081	126	1,207	1,207
LEGAL FEES AND 65.90(6) FUND	12100000.436000	10,134	10,134	1,181	11,315	11,315
<b>TOTAL USES</b>				<b>78,911</b>		

**0**

**FINANCE COMMITTEE RECOMMENDATION**

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

FOR	AGAINST

\*DEC-6-2023\*

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2024

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
-----	----------	-------	-------	---------	----------	-------

Position will be effective January 15, 2024

**HUMAN RESOURCES**

1.000	HUMAN RESOURCES ANALYST	E040	54,405	24,506		78,911
<u>1.000</u>	<b>Total for HUMAN RESOURCES</b>		<u>54,405.00</u>	<u>24,506.00</u>	-	<u>78,911</u>



**Sarah J. Street**  
Human Resources Director  
730 Wisconsin Avenue  
Racine, WI 53403  
262-636-3954  
Sarah.Street@racinecounty.com

November 28, 2023

TO: Don Trottier  
Chairman, Finance and Human Resources Committee

FROM: Sarah Street  
Human Resources Director

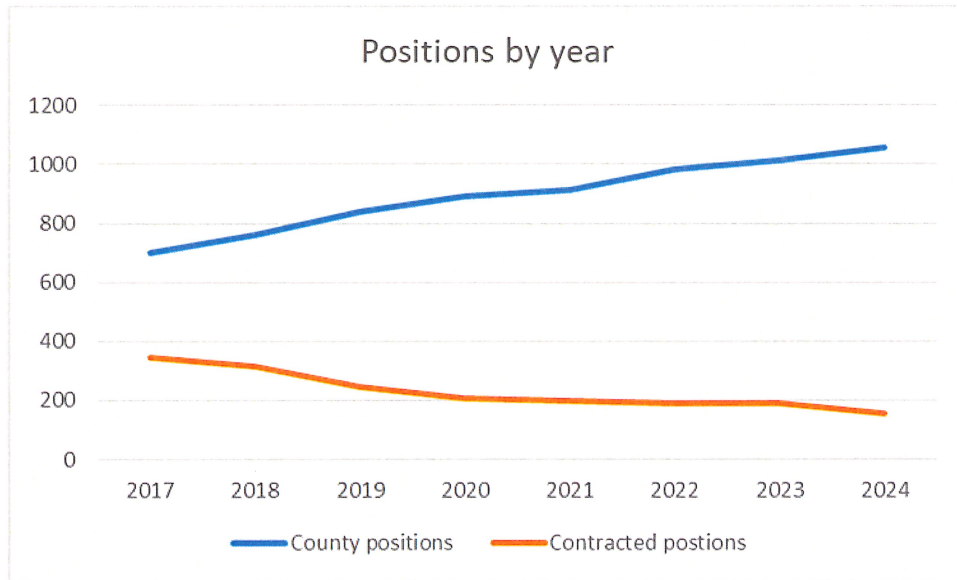
RE: Addition of a Human Resources Analyst position

Due to the number of increased County positions, recent shifts in the labor market, and significant changes in employee benefits, the capacity of the Human Resources Department has been stretched thin. During the last several years, the labor market has heightened the competition for quality employees and created a shift in employee expectations. Simultaneously, the County has significantly increased the number of County positions that were previously managed by third party employers of record.

The number of County positions has rapidly increased over the last several years as it has become increasingly difficult to fill contracted positions. County departments have requested to convert their hard to fill contracted positions into County positions to improve recruitment efforts and offer employees more robust benefits (see graph on next page). Additionally, in 2022, 35 County positions were created with the acquisition of our Public Health Division. Although there have been many advantages, these changes have had an impact on the workload of the Human Resources team.

Over the last three years, the Human Resources Department has greatly enhanced our employee benefit offerings. We have added an additional deferred compensation plan, pet insurance, employee assistance program, access to higher education savings, a stand-alone vision insurance plan, and a high deductible plan. We have also made changes to our dental, life insurance, and disability benefits to financially benefit the County. While all of these changes are undoubtedly beneficial, they also place administrative burdens on the HR team. Processing and communicating these changes, managing employee inquiries, and ensuring compliance requires the appropriate staff to handle the increased workload efficiently and effectively.





By adding a Human Resources Analyst, we will have the ability to address our current challenges and position the team to continue to improve the overall employee experience, leading to higher job satisfaction and ensuring that our County remains an employer of choice in this increasingly competitive labor market.

Sincerely,

Sarah Street, Director  
Racine County Human Resources Department

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2023</u>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Resolution Request Ordinance Request Information Only Report Request
------------------	---	---

**Requestor/Originator:** Finance Director- Gwen Zimmer

**Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading)** Gwen Zimmer & Baker Tilly  
 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:** n/a

**Does this request propose the expenditure, receipt or transfer of any funds?** n/a

**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

**Date Considered by Committee:** 12/6/2023                      **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:**

2022 Comprehensive Annual Financial Report for the year ending December 31, 2022, and the 2022 Single Audit.

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.**