

File 21-805

Date: August 20, 2021

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Margo Franklin, Chief Human Resources Officer (DHR) *M. Franklin*
 Joe Lamers, Director, Office of Performance, Strategy and Budget (DAS) *JOSEPH LAMERS*

Subject: Authorization to Process an Administrative Fund Transfer of \$367,000 for Employee Salary Adjustments from Org 1972 Wage and Benefit Modification to Department Personnel Line Items

File Type: Action Report

REQUEST

This report requests approval of a fund transfer to allocate funding provided in the 2021 Adopted Budget out to departments. It provides information on the proposed allocation called for under Expenditures Salaries & Wages in the 2021 Adopted Budget pertaining to salary adjustments related to employee equity.

POLICY

Milwaukee County 2021 Adopted Budget-Wages and Benefit Modification:	1940 - NON DEP EXPENDITURES (milwaukee.gov)
Administrative Manual of Procedures (AMOP)Section 3.07	AMOP 3.07

BACKGROUND

Under Expenditures Salaries & Wages, the 2021 Adopted Budget included a sum of \$367,000 for salary adjustments related to employee equity. The Department of Human Resources will work with the Office of Performance, Strategy and Budget to coordinate the planning of the allocation of these funds among the various Departments in Milwaukee County. Increases/payments will be effective in Q4 with an actual effective date of October 3, 2021. This means that annualized increases made as a result of these efforts will have a value of \$1,468,000 in 2022. The process to award these equity increases will be similar to that used for 2019 Department Other Salary Adjustment Allocation (DOSAA), albeit under a different annual timeline.

Process to Award 2021 Equity Adjustments:

The process to award the 2019 DOSAA funding was guided by section 3.07 (Position

Change Procedure) of the Administrative Manual of Procedures (AMOP). This procedure has been used as a basis to provide clarity to both departments and employees on how DOSAA salary changes were implemented and is attached to this file for reference. Although the 2021 Budget did not provide for DOSAA adjustments, it has been determined that it is in the best interests of Milwaukee County to utilize a similar approach for the planning of the equity adjustments/payments.

The Department of Human Resources will provide a set of guidelines (below) for consideration of departments while proposing compensation changes as a part of these efforts. Consistent with 2019 DOSAA methodology, funding will be allocated based on the number of fulltime equivalent (FTE) employees in each department. This methodology allocates more funds to departments with large numbers of lower paid employees and allocates less to departments with highly paid employees. The breakdown of funding by department is included here:

2021 DOSAA Allocations (Oct 1)				
Dept	Annual Allocation	REV Offset	Annual Levy Cost	Q4 Levy Cost
CEX/IGR	\$ 4,600		\$ 4,600	\$ 1,150
OAAA	\$ 3,200		\$ 3,200	\$ 800
PRB	\$ 2,000		\$ 2,000	\$ 500
OCC	\$ 11,500		\$ 11,500	\$ 2,875
HR	\$ 29,400		\$ 29,400	\$ 7,350
DAS-Risk	\$ 3,200		\$ 3,200	\$ 800
DAS-Gen	\$ 86,700		\$ 86,700	\$ 21,675
DAS-IMSD	\$ 33,500		\$ 33,500	\$ 8,375
Courts	\$ 135,600		\$ 135,600	\$ 33,900
Child Support	\$ 63,800		\$ 63,800	\$ 15,950
Treasurer	\$ 4,100		\$ 4,100	\$ 1,025
Clerk	\$ 8,000		\$ 8,000	\$ 2,000
ROD	\$ 10,600		\$ 10,600	\$ 2,650
Comptroller	\$ 28,000		\$ 28,000	\$ 7,000
Sheriff	\$ 196,400		\$ 196,400	\$ 49,100
HOC	\$ 164,800		\$ 164,800	\$ 41,200
DA	\$ 75,300		\$ 75,300	\$ 18,825
OEM	\$ 25,500		\$ 25,500	\$ 6,375
ME	\$ 15,100		\$ 15,100	\$ 3,775
DOT-Airport	\$ 102,300	\$ 102,300	\$ -	\$ -
DOT-TS	\$ 5,500	\$ 5,500	\$ -	\$ -
DOT-Highway	\$ 54,300	\$ 54,300	\$ -	\$ -
DOT-Fleet	\$ 21,600	\$ 10,800	\$ 10,800	\$ 2,700
MCDOT	\$ 3,200	\$ 3,200	\$ -	\$ -
BHD	\$ 224,800	\$ 22,490	\$ 202,310	\$ 50,578
DHHS	\$ 186,100	\$ 18,610	\$ 167,490	\$ 41,873
Parks	\$ 116,600		\$ 116,600	\$ 29,150
Zoo	\$ 69,500		\$ 69,500	\$ 17,375
TOTAL	\$ 1,685,200	\$ 217,200	\$ 1,468,000	\$ 367,000

Proposed Guidelines for Departmental Consideration:

Baseline Eligibility:

- Employees should not be in a probationary period
- Employees should have at least one (1) year of service with Milwaukee County
- Employees should have a frequency of performance ratings above “meets expectations”
- Preference should be given to front line employees to address equity issues within job classifications
- Preference should be given to longer length of service employees who have NOT received recent increases, especially in cases where newer hires have been brought in at higher rates
- Preference should be given to employees with salaries that are significantly below current market rates
- Lump sums will be considered, but only in the 2021 quarterly amount equivalent--there will be no annualization, as the award will occur in 2021

Reporting of Summarized Results:

A report summarizing the increases/payments implemented as a result of these efforts will be provided to the Board of Supervisors for consideration in the January 2022 reporting cycle.

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the [strategic plan](#):

- 1A: Reflect the full diversity of the County at every level of County government
N/A
- 1B: Create and nurture an inclusive culture across County government
N/A
- 1C: Increase the number of County contracts awarded to minority and women-owned businesses
N/A
- 2A: Determine what, where, and how we deliver services to advance health equity
N/A
- 2B: Break down silos across County government to maximize access to and quality of services offered
N/A
- 2C: Apply a racial equity lens to all decisions
Preference should be given to front line employees to address equity issues within job classifications as a part of this effort.
- 3A: Invest “upstream” to address root causes of health disparities
N/A
- 3B: Enhance the County’s fiscal health and sustainability
N/A
- 3C: Dismantle barriers to diverse and inclusive communities
N/A

FISCAL EFFECT

Funding for these adjustments was provided for in the 2021 Adopted Budget.

TERMS

[Include specific term start and end dates, renewal options, automatic renewals, and termination clauses]

N/A

VIRTUAL MEETING INVITES

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PREPARED BY:

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Dan Laurila, Operating Budget Manager, DAS-PSB

APPROVED BY:

Margo Franklin, Chief Human Resources Officer, Department of Human Resources
Joe Lamers, Director, Office of Performance, Strategy and Budget, DAS

ATTACHMENTS:

Fiscal Note
Resolution

cc: Mary Jo Meyers, Chief of Staff, Milwaukee County Executive's Office
Supervisor Eddie Cullen, Chairman, Committee on Personnel
Supervisor Jason Haas, Chairman, Committee on Finance
Joe Lamers, Director, Office of Performance, Strategy and Budget, DAS
Dan Laurila, Operating Budget Manager, DAS-PSB
Margo Franklin, Chief Human Resources Officer, Department of Human Resources
Steve Cady, Research & Policy Director, Office of the Comptroller
Shakita LaGrant, Director, Department of Health and Human Services