

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** October 5, 2017

**TO:** Chairwoman Peggy West, Committee on Finance and Audit

**FROM:** Stephanie Hunnicutt, Personnel Review Board and Ethics Board Administrator

**RE:** File Number 17-706  
Recommendations for Additional Expenditure Reductions and Revenues  
Concerning the 2018 Proposed Budget

**ISSUE**

Request for all County departments to submit recommendations for expenditure reductions that yield net savings totaling 2% and 5% of tax levy, sales tax or other flexible revenue sources that minimize the loss of other outside revenue or critical services, as well as new revenues beyond what is included in the recommended budget.

**BACKGROUND**

To date, the proposed 2018 Personnel Review Board / Civil Service Commission / Ethics Board budget has a tax levy of \$280,596.00 (the PRB budget). The PRB budget is lean and relatively straight-forward.

The PRB budget is comprised of 4 categories:

- Personnel costs (staff of 3): \$182,711 = 65.1%
- Contracts for outside legal counsel: \$82,000 = 29.2%
- IMSD Crosscharge for SEI online filing project: \$10,000 = 3.6%
- Office supplies: \$5,885 – 2%

**Operation Costs for 2018**

**Total**

Strategic Program Area 1: Personnel Review Board

Contract for Attorney's Fees:	\$50,000	
(Husch Blackwell, LLP)		\$50,000

Strategic Program Area 2: Civil Service Commission

Contract for Attorney's Fees:	\$20,000	
(Omar Mallick: Mallick Law Office, LLC)		\$20,000

Strategic Program Area 3: Ethics Board

Contract for Attorney's Fees:	\$12,000	
(Coral Pleas, Pleas Williams, LLC)		
SEI Online Filing Project:	\$10,000	\$22,000

The remainder of the PRB budget consists of office supplies, postage and sundry materials and supplies totaling approximately \$5,885.00.

The PRB/EB/CSC department provides all electronic posting and written notice/correspondence concerning all matters before the three Boards as well as maintaining the paper files for all matters before the Boards.

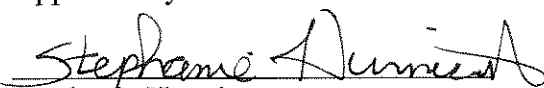
Revenue is generated by charging for paper copies or compact discs pertaining to open records requests. Occasionally, an hourly rate for substantial records requests is charged, pursuant to Wis. Stat. § 19.35(3)(c). To date, the PRB/EB/CSC department has generated \$139.05 in revenue, due to a substantial open records request. The average annual revenue from 2015-2017 is \$38.00.

### RECOMMENDATIONS

In order to obtain the 2% and 5% savings requested by the Milwaukee Board Chairman, the PRB/EB/CSC department would need to reduce expenditures by approximately \$5,612.00 and \$14,030.00, respectively.

- If the PRB/EB/CSC department were to eliminate the cross-charge of \$10,000 to IMSD for the SEI online filing project, thus delaying the project until 2019, this would account for an expenditure reduction of 3.5%.
- Additionally, certain requested office supply line items could be reduced (\$1,225), with the PRB/EB/CSC still functioning efficiently and effectively, for a total reduction of \$14,030.00 (including the IMSD crosscharge) accounting for a 5% expenditure reduction.

Approved by:

  
Stephanie Hunnicutt  
PRB/Ethics Board Administrator

cc: Chairman Theodore Lipscomb, Sr., County Board of Supervisors  
Chris Abele, County Executive  
Supervisor Sheldon Wasserman, Vice Chair, Committee on Finance and Audit  
Supervisor Jason Haas, Member, Committee on Finance and Audit  
Supervisor Michael Mayo, Sr., Member, Committee on Finance and Audit  
Supervisor Sequanna Taylor, Member, Committee on Finance and Audit  
Supervisor Supreme Moore Omokunde, Member, Committee on Finance and Audit  
Supervisor Willie Johnson, Jr., Member, Committee on Finance and Audit  
Raisa Koltun, Chief of Staff, County Executive  
Kelly Bablitsch, Chief of Staff, County Board of Supervisors  
Janelle Jensen, Coordinator, Committee on Finance and Audit  
Allyson Smith, Coordinator, Judiciary, Safety and General Services Commission

**PERSONNEL REVIEW BOARD, CIVIL SERVICE COMMISSION,  
ETHICS BOARD (1120) BUDGET**

UNIT NO. 1120  
FUND: General — 0001

Department: Personnel Review Board, Civil Service Commission, Ethics Board

## B U D G E T S U M M A R Y

Category	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018/2017 Variance
<b>Expenditures</b>					
Personnel Costs	\$233,441	\$259,645	\$213,205	\$182,711	(\$30,494)
Operation Costs	\$108,513	\$54,061	\$87,265	\$97,885	\$10,620
Debt & Depreciation	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Interdept. Charges	\$39,180	\$66,049	\$38,826	\$0	(\$38,826)
<b>Total Expenditures</b>	<b>\$381,133</b>	<b>\$379,755</b>	<b>\$339,296</b>	<b>\$280,596</b>	<b>(\$58,700)</b>
<i>Legacy/Healthcare/ Pension</i>	\$44,216	\$80,156	\$78,446	\$0	(78,446)
<b>Revenues</b>					
Direct Revenue	\$31	\$45	\$0	\$0	\$0
Intergov Revenue	\$0	\$0	\$0	\$0	\$0
Indirect Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$31</b>	<b>\$45</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Tax Levy</b>	<b>\$381,103</b>	<b>\$379,711</b>	<b>\$339,296</b>	<b>\$280,596</b>	<b>(\$58,700)</b>
<b>Effective Tax Levy*</b>	<b>\$258,468</b>	<b>\$233,506</b>	<b>\$300,211</b>	<b>\$280,596</b>	<b>(\$19,615)</b>
<b>Personnel</b>					
<b>Full-Time Pos. (FTE)**</b>	2.5	2.5	2.5	3.0	0.50
<b>Seas/Hourly/Pool Pos.</b>	10.00	10.00	10.00	10.00	0.00
<b>Overtime \$</b>	\$0	\$0	\$0	\$0	\$0

\*The Effective Tax Levy excludes interdepartmental charges and fringe benefit costs.

\*\* The 2018 Budget FTEs include Vacancy & Turnover (VANDT) & Overtime (OT). The 2017 Budget, 2016 Actual, and 2015 Actual FTEs are restated to reflect this change. Program Area tables include these changes as well.

**Department Mission:** To promote and enforce merit-based personnel practices to support a high-quality County workforce and public trust in effective County government. To ensure public confidence that the Milwaukee County government acts with the highest integrity and in the public interest. The department strives to assure fair and impartial due process hearings for the suspension, demotion, or discharge of County employees in the classified service as provided by law.

**Personnel Review Board and Civil Service Commission Description:** Chapter 63 of the Wisconsin State Statutes establishes Milwaukee County's Civil Service System, which is carried out by the Civil Service Commission ("Commission") and the Personnel Review Board ("PRB"). The Commission and the PRB are separate, quasi-independent entities that each consist of five citizen members who are appointed by the County Executive and confirmed by the County Board of Supervisors.

In order to address a structural budgetary deficit caused primarily by growing pension and retiree health care costs, as well as reductions in support from the State, the 2018 Budget includes a vacancy and turnover increase of approximately one percent for most County departments for an overall savings of \$1,877,496. The increased vacancy

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and turnover for PRB, CSC, and Ethics Board is \$11,004. In order to ensure that vacancy and turnover savings are realized, all requests to fill positions shall be reviewed and approved by the Department of Administrative Services before the position may be filled.

**Ethics Board Description:** The Milwaukee County Ethics Board is the primary source of interpretation of the Milwaukee County Ethics Code, and it is supported by three staff members who also support the Personnel Review Board and Civil Service Commission. The Ethics Board provides advisory opinions; assesses potential ethical issues; provides periodic government ethics education; and enforces the Ethics Code through investigation, hearings, and resolution processes.

**Major Changes in FY 2018:** The Ethics Board is partnering with IMSD to create an online filing system for Statements of Economic Interests (SEI's). The intent is to make the filing process easier for required filers and, thus, increase the ratio of SEI's filed versus those required filers who fail to file.

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Department: **Personnel Review Board, Civil Service Commission, Ethics Board**

**Strategic Program Area 1: Personnel Review Board**

Service Provision: **Discretionary**

Strategic Outcome: **High Quality, Responsive Services**

What We Do: Activity Data				
Activity	2015 Actual	2016 Actual	2017 Target	2018 Target
Number of Meetings	27	26	27	27
Number of Cases Filed	135	115	55	60
Cases Closed	152	108	51	56
Number of Cases Heard by the PRB	43	37	20	22
Written Decisions Issued During the Year	82	64	17	19
Number of Determinations Appealed	3	4	2	3
Number of Pending Court Cases	5	5	4	3

How We Do It: Program Budget Summary					
Category	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018/2017 Variance
Expenditures	\$276,319	\$277,017	\$228,503	\$226,407	(\$2,096)
Revenues	\$31	\$45	\$0	\$0	\$0
Tax Levy	\$276,288	\$276,973	\$228,503	\$226,407	(\$2,096)
FTE Positions	2.50	2.50	2.50	2.82	0.32
Part-Time Board Members	5.00	5.00	5.00	5.00	0.00

How Well We Do It: Performance Measures				
Performance Measure	2015 Actual	2016 Actual	2017 Target	2018 Target
Average Number of Days to Resolve a Case	59	42	27	45
Cases Closed in 90 Days	99 (76%)	92 (80%)	24 (43%)	80%
Days Between Hearing and Written Decision	61	38	41	45

**Strategic Overview:** Chapter 33 of the Milwaukee County General Ordinances delegates certain statutory duties of the Civil Service Commission to the PRB. The PRB provides a quasi-judicial forum in which to hear disciplinary suspensions, demotions, or discharges from a classified County service; to review grievance appeals under Chapter 17.205 of the Milwaukee County Ordinances; and to ensure the proper execution of County civil service rules, policies, and procedures.

**Strategic Implementation:** The 2018 Budget reflects the recent decrease in volume of charges for employee disciplinary matters and continued levels of service, training, and outreach. The 2018 Budget for the Professional Review Board maintains its 5 part-time non-County employee Board members as well as its high level of service.

**PERSONNEL REVIEW BOARD, CIVIL SERVICE COMMISSION,  
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UNIT NO. 1120  
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Department: Personnel Review Board, Civil Service Commission, Ethics Board

**Strategic Program Area 2: Civil Service Commission**

Service Provision: Mandated

Strategic Outcome: High Quality, Responsive Services

What We Do: Activity				
Activity	2015 Actual	2016 Actual	2017 Target	2018 Target
Number of Commission Meetings	8	5	3	6
Number of BHD Hearing Examiner Meetings	6	3	1	3
Number of BHD Disciplinary Cases Filed	28	9	6	3
Number of Disciplinary Cases Heard by the Commission	22	3	5	8
Requests to Transfer Positions from Classified to Unclassified	6	10	1	4
Merit System and Other Non-Disciplinary Appeals	1	1	0	0
Changes to Civil Service Rules	1	1	6	0

How We Do It: Program Budget Summary					
Category	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018/2017 Variance
Expenditures	\$32,280	\$13,722	\$33,019	\$30,404	(\$2,615)
Revenues	\$0	\$0	\$0	\$0	\$0
Tax Levy	\$32,280	\$13,722	\$33,019	\$30,404	(\$2,615)
FTE Positions	0.00	0.00	0.00	0.00	0.00
Part-Time Board Members	5.00	5.00	5.00	5.00	0.00

How Well We Do It: Performance Measures				
Performance Measure	2015 Actual	2016 Actual	2017 Target	2018 Target
Average Number of Days to Resolve a Case	49	48	45	49
Cases Closed in 90 Days	15 (68%)	7 (77%)	2 (67%)	80%
Days Between Hearing and Written Decision	206	153	111	90

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**Strategic Overview:** The Civil Service Commission is comprised of five members. Appointments are made on the basis of recognized and demonstrated interest in and knowledge of the problems of civil service. The Commission meets bimonthly to hear the Hearing Examiner's recommendation, if any, concerning the suspension, demotion, or discharge of County employees and to make its determination. The Commission also hears requests to move certain positions within the County from classified to unclassified status (and vice versa) as well as requests concerning changes to the Civil Service System.

**Strategic Implementation:** The Civil Service Commission primarily conducts hearings on merit system violations by BHD employees and exercises administrative control over the merit system, including promulgation of the Civil Service Rules. Since 2014, the BHD has been governed by an independent Mental Health Board, and suspensions and/or discharges of BHD employees are now heard before the Commission instead of the PRB. The majority of the budget is devoted to legal fees for outside counsel and hearing examiners.

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**Strategic Program Area 3: Ethics Board**

Service Provision: Discretionary

Strategic Outcome: High Quality, Responsive Services

What We Do: Activity				
Activity	2015 Actual	2016 Actual	2017 Target	2018 Target
Meetings	5	6	5	6
Written Opinions	5	15	6	12
Investigation Requests/Verified Complaints Filed	4	5	5	7
Open Records Requests	4	4	5	6

How We Do It: Program Budget Summary					
Category	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018/2017 Variance
Expenditures	\$72,534	\$89,016	\$77,774	\$23,785	(\$53,989)
Revenues	\$0	\$0	\$0	\$0	\$0
Tax Levy	\$72,534	\$89,016	\$77,774	\$23,785	(\$53,989)
FTE Positions	0.00	00.0	0.00	0.00	0.00

How Well We Do It: Performance Measures				
Performance Measure	2015 Actual	2016 Actual	2017 Target	2018 Target
Average Number of Days to Issue Advisory	46	44	5	45
Average Number of Days to resolve Investigation Request/Complaint	88	83	81	80
Statement of Economic Interests Filings	97%	95%	86%	97%

**Strategic Overview:** The Ethics Board is comprised of six members, each from a different nominating authority leading a longstanding, broad-based Milwaukee County entity interested in good government and institutional integrity. The Board meets on a quarterly basis (more often if needed) to interpret the Ethics Code, provide formal advice via Advisory Opinions, develop educational materials, and investigate ethics complaints.

**Strategic Implementation:** The 2018 Budget allows increased levels of service, training, and outreach to the County employees, officials, and the public due to streamlined operations. The 2018 Budget maintains the Ethics Board's high level of service.



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PRB, Civil Service Commission and Ethics Budgeted Positions				
Position Title	2017 Adopted	2018 Budgeted	Variance	Explanation
Administrator PRB Ethics Board	1.00	1.00	0.00	
Administrative Assistant	1.00	1.00	0.00	
Civil Serv. Comm. Member*	5.00	5.00	0.00	
Paralegal X	1.00	1.00	0.00	
PRB Member*	5.00	5.00	0.00	
<b>Full Time Total</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	
<b>Part Time Total</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00</b>	
<b>Grand Total</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00</b>	

*\*Non-county employees compensated on a per-meeting basis and are part-time*