

**MILWAUKEE COUNTY**  
**Interoffice Memorandum**

**DATE:** April 29, 2016

**TO:** Theodore Lipscomb, Sr., Milwaukee County Board of Supervisors

**FROM:** Rebecca M. Janz, PRB/Ethics Board Administrator  
Office of the Personnel Review Board and Ethics Board

**RE:** Report from the Administrator, Milwaukee County Personnel Review Board, requesting authorization for the Personnel Review Board to enter into a 2016-2019 Professional Services Contract with Whyte Hirschboeck Dudek for legal services in an amount not to exceed \$150,000.

**ISSUE**

The Administrator of the Milwaukee County Personnel Review Board respectfully requests that the Chairman refer the attached professional services contract to the Committee on Finance, Personnel, and Audit as an action item. Approval by the full Milwaukee County Board of Supervisors is required for professional service contracts that span multiple years.

**BACKGROUND**

The Milwaukee County Personnel Review Board ("PRB") requires the services of outside legal counsel when it has a conflict of interest with Corporation Counsel. The conflict arises because Corporation Counsel represents the appointing authority in contested proceedings before the PRB. Among other things, the PRB's outside counsel advises the PRB regarding its decisions and represents the PRB in litigation related to appeals of PRB determinations.

On September 21, 2015, the PRB issued a Request for Proposal to provide outside legal services to the PRB for a three-year period, with an option to renew for two additional years. Two law firms submitted responses to the RFP by the October 30, 2015 deadline. After scoring the proposals, the scoring panel determined to interview both respondents. However, prior to the interviews, one respondent law firm dissolved, leaving only one firm. After interviewing that firm, Whyte Hirschboeck Dudek ("WHD"), the panel determined it met the requirements of the RFP and issued an intent to award on March 3, 2016.

**RECOMMENDATION**

The Administrator of the PRB recommends approval of the attached 2016-2019 professional services agreement with Whyte Hirschboeck Dudek for legal services in an amount not to exceed \$150,000 for the period June 1, 2016, to May 31, 2019.

**FISCAL IMPACT**

There is no budgetary impact associated with this request, as funding for professional legal services is included in the PRB's 2016 budget, and the PRB anticipates such funds will be included in its 2017-2019 budgets. A fiscal note is attached.

Respectfully,



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Rebecca M. Janz, PRB/Ethics Board Administrator

- cc: Peggy A. West, Chair, Finance, Personnel and Audit
- Sheldon A. Wasserman, Vice Chair, Finance, Personnel and Audit
- Chris Abele, County Executive
- Raisa Koltun, Chief of Staff, Office of the County Executive
- Kelly Bablitch, Chief of Staff, County Board
- Janelle Jensen, Chief Committee Clerk, County Clerk