

**-COUNTY OF MILWAUKEE-**  
INTEROFFICE COMMUNICATION

DATE : January 12, 2011

TO : Supervisor Michael Mayo, Interim Chairman, Board of Supervisors

FROM : John Ruggini, Fiscal & Budget Administrator, DAS-Fiscal

SUBJECT : Request to create 1.0 FTE Fiscal Assistant II (TC 04041, PR 04P) in the Department of Family Care.

**REQUEST**

The Department of Family Care is requesting the creation of 1.0 FTE Fiscal Assistant II (TC 04041, PR 04P) effective February 21, 2011.

**BACKGROUND/ANALYSIS**

As part of the 2011 Budget, the Department of Family Care requested the creation of 1.0 FTE Fiscal Assistant II. However, this position was inadvertently funded but not created in the 2011 Adopted Budget, giving the department funding for the position without position authority.

This position will function as Representative Payee for members of the Department of Family Care who are unable to manage their personal finances independently. The primary responsibilities of this position include: paying bills for members who are unable to do this themselves; examining fiscal documents for payments; maintaining spreadsheets to include all payments received and how they are spent or saved; reviewing correspondence relating to the receipt and disbursements of funds; preparing written reports accounting for the use of funds; processing fiscal documents by assuming accuracy of data, resolving discrepancies, and preparing for payment; and submitting documentation to maintain or apply for Medicaid eligibility on an annual basis. Currently, this function is performed through a contract with agencies that provide Representative Payee services.

**RECOMMENDATION**

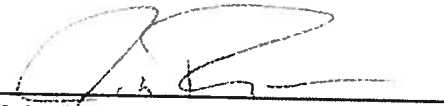
To provide the department position authority, the Department of Administrative Services, Fiscal Affairs recommends that the request to create 1.0 FTE Fiscal Assistant II, effective February 21, 2010, be approved.

**FISCAL NOTE**

Approval of the request to create 1.0 FTE Fiscal Assistant II (TC 04041, PR 04P) effective February 21, 2010, will result in no fiscal impact to the County, as the cost of this position was included in the 2011 Adopted Budget.

Prepared by:  
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John Ruggini  
Fiscal and Budget Administrator

pc: Lee Holloway, County Executive  
Candace Richards, Director of Human Resources  
Terrence Cooley, Chief of Staff, County Board  
Jennifer Collins, County Board Fiscal and Budget Analyst  
Rick Ceschin, County Board Fiscal and Budget Analyst  
Geri Lyday, Director, Department of Health and Human Services  
Renee Booker, Director, Department of Administrative Services