



Milwaukee County
Department of Human Resources
INTER-OFFICE COMMUNICATION

Date: October 20, 2017

To: Theodore Lipscomb Sr., Chairman, Milwaukee County Board
James "Luigi" Schmitt, Chairman, Personnel Committee

From: Kerry Mitchell, Chief Human Resources Officer *KM*
Teig Whaley-Smith, Director of Administrative Services

Subject: **Informational Report: Departmental Compensation-Related Requests**

Background

The County Executive's Office, Department of Administrative Services, and the Department of Human Resources recently communicated expectations to all department leaders about the appropriate manner in which to approach compensation-related requests, given our tight fiscal restraints, and outlined the roles and responsibilities of Management, DAS and HR with respect to these requests. The attached documents outline the administrative processes and guidelines all leaders are expected to follow. On 10/18, Chairman Lipscomb asked for an informational report about these processes to be shared at Personnel Committee 10/23.

Attached Documents

Please review the attached documents, which outline expectations for managers, DAS and HR regarding managing compensation in the midst of fiscal challenges, and include the tools and resources needed.

Please contact us with any questions.

CC: Chris Abele, County Executive
Raisa Koltun, Chief of Staff
Kerry Mitchell, Chief Human Resources Officer
Kelly Bablitch, Milwaukee County Board of Supervisors Chief of Staff
Personnel Committee
Teig Whaley-Smith, Director of Administrative Services
Scott Manske, Comptroller
Stephen Cady, Comptroller's Office
Shanin Brown, Committee Coordinator
Janelle Jensen, Committee Coordinator

Attch: