

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : October 31, 2012

TO : Chairwoman Marina Dimitrijevic, County Board of Supervisors

FROM : Kerry J. Mitchell, Director of Human Resources 

SUBJECT : Proposed Resolution Regarding Extension of Teri Jenkin's Temporary Assignment to a Higher Classification (TAHC) – DHHS-Behavioral Health Division

Issue

A request is being made to seek an extension of the TAHC for Teri Jenkins, currently serving in the position of Quality Management Administrative Assistant until the incumbent's Personnel Review Board (PRB) hearing has been held and a decision has made.

Background

Teri Jenkins has been serving in a TAHC for the position of Quality Management Administrative Assistant since April 1, 2012, per the approval of the Director of Human Resources at that time. The position is responsible for scheduling and oversight of the 24/7 Admissions Department in PCS, the BHD Psychiatric Emergency Room. The Admissions Department is responsible for recording critical client demographic and fiscal information in the Medical Record. Seamless operation in the position is critical at the present time because the Admissions Department is scheduled to "go live" on the new BHD Emergency Medical Record system on December 1.

Recommendation

To ensure critical operational duties are being performed, I am respectfully requesting referral of the attached resolution and fiscal note to the Finance, Personnel & Audit Committee and the County Board for approval to extend Teri Jenkin's TAHC until a decision has been made by PRB on the current incumbent.

Attachments

Cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board of Supervisors
Supervisor Willie Johnson Jr., Co-Chairman, Finance, Personnel & Audit Committee
Supervisor David Cullen, Co-Chairman, Finance, Personnel & Audit Committee
Steve Cady, Fiscal & Budget Analyst, County Board of Supervisors
Carol Mueller, Committee Clerk
Héctor Colón, Director, Department of Health and Human Services
Paula Lucey, Administrator, Behavioral Health Division
Araceli Garcia, BHD, HR
Alex Kotze, DHHS, Budget Manager
Antoinette Thomas-Bailey, Fiscal & Management Analyst, DAS

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4 (ITEM NO.) From the Director, Department of Health and Human Services, requesting
5 authorization to extend the Temporary Assignment to a Higher Classification (TAHC) for
6 Teri Jenkins to the position of Quality Management Administrative Assistant, by
7 recommending adoption of the following:

8
9 **A RESOLUTION**

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11 WHEREAS, Temporary Assignments to a Higher Classification (TAHCs) are
12 authorized for represented employees pursuant to Milwaukee County Code of General
13 Ordinance 17.085; and

14
15 WHEREAS, Milwaukee County Ordinance 17.085 states that employees in the
16 classified and unclassified service may receive a temporary assignment to a vacant
17 unclassified position for ninety (90) days or less with one (1) extension of ninety (90) days
18 or less with the extension provision pursuant to approval by the Human Resources
19 Director; and

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21 WHEREAS, Milwaukee County Ordinance 17.085 states that any further extensions
22 must be approved by the County Board; and

23
24 WHEREAS, Teri Jenkins has served in the position of Quality Management
25 Administrative Assistant since April 1, 2012 while the incumbent is suspended pending a
26 discharge hearing in February 2013 with the Personnel Review Board; and

27
28 WHEREAS, it is necessary to extend Teri Jenkins' TAHC since she is responsible for
29 recording critical client demographic and fiscal information in the Medical Record in
30 the 24/7 Admissions Department in PCS, the BHD Psychiatric Emergency Room; now,
31 therefore,

32
33 BE IT RESOLVED, that Teri Jenkins shall be approved for a Temporary Assignment
34 to a Higher Classification as the Quality Management Administrative Assistant until the
35 Personnel Review Board has disposed of the pending discharge of the incumbent.
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MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 11/01/12

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: From the Administrator, Department of Health and Human Services (DHHS) Behavioral Health Division (BHD), Requesting Approval to Extend the Temporary Assignment to a Higher Classification (TAHC) of Teri Jenkins to the Position of Quality Management Administrative Assistant from September 29, 2012 through December 31, 2012

FISCAL EFFECT:

- | | |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input checked="" type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. The Administrator of the Department of Health and Human Services (DHHS) Behavioral Health Division (BHD), is requesting approval to extend the Temporary Assignment to a Higher Classification (TAHC) of Teri Jenkins to the position of Quality Management Administrative Assistant from September 29, 2012 through December 31, 2012.

The position of Quality Management Administrative Assistant is responsible for scheduling and oversight of the 24/7 Admissions Department in the Psychiatric Crisis Services (PCS) unit, the BHD Psychiatric Emergency Room. The Admissions Department is responsible for recording critical client demographic and fiscal information in the Medical Record. Seamless operation in the position is essential at the present time as the new BHD Electronic Medical Record (EMR) system is scheduled to "go live" on December 1, 2012.

B. Approval of this request will authorize the BHD Administrator to continue the TAHC of Teri Jenkins from the existing position of Clerical Assistant 1 (TC 00045, Pay Range 03P, Step 09) to the position of Quality Management Administrative Assistant (TC 54750, Pay Range 22M, Step 01) for the remainder of calendar year 2012. The associated increase in Salary and Wages is estimated at \$2,092. The incumbent is currently not being paid therefore this amount is fully offset by related personnel savings.

C. There is no tax levy impact associated with approval of this request.

D. No further assumptions are made.

Department/Prepared By Thomas F. Lewandowski, Fiscal & Management Analyst

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Authorized Signature

Bob Card

Did DAS-Fiscal Staff Review?

Yes

No