



Milwaukee County

Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: February 25, 2013

To: Marina Dimitrijevic, Chairwoman, County Board of Supervisors

From: Kerry J. Mitchell, Director of Human Resources *K Mitchell*

Subject: **Resolution Regarding the Temporary Assignment to a Higher Classification (TAHC) for Jim Keegan, Jill Organ and Charlotte Kurzawa of the Department of Parks, Recreation, and Culture (DPRC) until a permanent Director of DPRC is appointed.**

Issue

The Department of Human Resources is recommending adoption of a resolution approving a TAHC extension for Mr. Jim Keegan to continue to serve as Interim Director of the Department of Parks, Recreation, and Culture; for Ms. Jill Organ to continue to serve as the Chief of Planning and Development; and for Ms. Charlotte Kurzawa to continue to serve as Senior Executive Assistant, until a permanent appointment is made for the Director of Parks, Recreation, and Culture.

Background

Mr. Jim Keegan, Chief of Planning and Development, was temporarily assigned into the position of Interim Director of the Department of Parks, Recreation, and Culture on and granted a TAHC extension on November 14, 2012, which expired on February 12, 2012. In keeping with the spirit of Ordinance 17.085, the Department of Human Resources is recommending an extension of the TAHC for Mr. Keegan as the Interim Director of the Department of Parks, Recreation, and Culture until a permanent Director of the Department of Parks, Recreation, and Culture has been appointed. The Director position was recently posted through a search firm with an application submission deadline of April 1, 2013.

Additionally, Ms. Jill Organ accepted a TAHC to the Chief of Planning and Development left vacant by Mr. Keegan's TAHC, and Ms. Kurzawa accepted a TAHC to the vacant position of Senior Executive Assistant to Interim Director Keegan. DHR is recommending those TAHCs also be extended until a permanent Director of the Department of Parks, Recreation, and Culture has been appointed.

The Director of the Department of Parks, Recreation and Culture is a critical management position responsible for the day-to-day operations of the department as well as long-term planning. Since being TAHCed, Ms. Organ and Ms. Kurzawa have capably filled senior staff and support staff positions that have helped ensure high quality services continue to be provided to

residents of Milwaukee County, and have helped maintain the general stability of the department.

Requested Action

Please refer the attached resolution and fiscal note, together with this report, to the Finance, Personnel & Audit Committee and the County Board for approval to extend the TAHCs of Mr. Keegan, Ms. Organ and Ms. Kurzawa until a permanent Director of the Department of Parks, Recreation, and Culture has been appointed.

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-Chair, Finance, Personnel & Audit Committee
Supervisor David Cullen, Co-Chair, Finance, Personnel & Audit Committee
Steve Cady, Fiscal & Budget Analyst, County Board of Supervisors
Carol Mueller, Committee Clerk
Daniel Laurila, DAS Analyst
Jim Keegan, Interim Director, Parks Department
Jill Organ, Parks Department
Charlotte Kurzawa, Parks Department

(ITEM NO.) From the Director, Department of Human Resources, requesting authorization to grant a Temporary Assignment to a Higher Classification (TAHC) for Mr. Jim Keegan to serve as Interim Director of the Department of Parks, Recreation, and Culture; Ms. Jill Organ to serve as the Chief of Planning and Development; and Ms. Charlotte Kurzawa to serve as Senior Executive Assistant, all until a permanent appointment is made for the position of Director of Parks, Recreation, and Culture; by recommending adoption of the following:

A RESOLUTION

WHEREAS, Temporary Assignments to a Higher Classification (TAHCs) are authorized pursuant to Milwaukee County Code of General Ordinance 17.085, and that TAHCs that extend beyond 180 days require approval by the County Board; and

WHEREAS, while the search for Director of the Department of Parks, Recreation, and Culture has been underway, Jim Keegan has served in the Interim Director of the Department of Parks, Recreation, and Culture; and

WHEREAS, it is necessary to fill the position of Interim Director of the Department of Parks, Recreation and Culture to ensure the continuity and high quality of services provided to residents of Milwaukee County and to oversee the day-to-day operations of the department; and

WHEREAS, the Director requires senior staff and support staff positions to perform his/her duties, including the positions of Chief of Planning and Development and Senior Executive Assistant; now, therefore,

BE IT RESOLVED, that Mr. Jim Keegan shall be approved for a Temporary Assignment to a Higher Classification as the Interim Director of the Department of Parks, Recreation, and Culture until a permanent Director of the Department of Parks, Recreation, and Culture has been appointed; and

BE IT FURTHER RESOLVED, that Ms. Jill Organ shall be approved for a Temporary Assignment to a Higher Classification to fill the position of Chief of Planning and Development left vacant by Mr. Keegan's TAHC, and that Ms. Charlotte Kurzawa shall be approved for a Temporary Assignment to a Higher Classification as Senior Executive Assistant to Interim Director Keegan, both until a permanent Director of the Department of Parks, Recreation, and Culture has been appointed.

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MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 2/25/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request TAHC Authorization for the positions of Director, Department of Parks, Recreation, and Culture; Chief of Planning and Development; and Executive Assistant.

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input 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	0	0
	Revenue	0	0
	Net Cost	0	0

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. Approval of this resolution authorizes the existing TAHCs for James Keegan, Jill Organ, and Charlotte Kurzawa to continue until the Director of the Department of Parks, Recreation, and Culture position is successfully recruited. Approval of the County Executive's candidate is subject to approval by the County Board.

B. There are no direct costs or savings due to the fact that the positions of Director (Keegan), Chief of Planning and Development (Organ), and Executive Assistant (Kurzawa) are authorized and funded in the 2013 Adopted Budget. Therefore, temporarily assigning an employee to the position via TAHC status or permanently filling the position has no fiscal effect.

C. No fiscal impacts are anticipated for the current or subsequent fiscal year. See above.

D. As the aforementioned positions provide for day-to-day activities of the Department, it is assumed that this position would need to be filled throughout the year.

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.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

Department/Prepared By DAS-Fiscal Affairs, Dan Laurila

Authorized Signature  _____

Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required