



*Milwaukee County*  
**Department of Human Resources**  
 INTER-OFFICE COMMUNICATION

Date: April 13, 2022  
 To: George L. Christenson, Clerk of Circuit Court  
 From: Margo Franklin, Chief Human Resources Officer  
 Subject: 2022 Crosscharge Proposal

Human Resources is proposing a crosscharge in the 2022 budget to the Combined Court Related Operations Department:

1.0 FTE of a Manager Human Resources (Pay Range 35M) and 1.0 FTE of a Mgmt Asst – Human Res (Pay Range 06PM) positions dedicated to the daily HR needs of the Combined Court Related Operations. These roles are anticipated to be filled by mid-May resulting in 7.5 months of costs for 2022.

**1. Manager Human Resources – 1.00 FTE for 7.5 Months in 2022**

Full Annualized Salary:	\$89,482
Adjusted 2022 Salary (7.5 of 12 Mos):	\$55,926
Social Security (7.65%):	\$4,278

**Subtotal: \$60,204**

**2. Mgmt Asst – Human Res – 1.00 FTE for 7.5 Months in 2022**

Full Annualized Salary:	\$44,045
Adjusted 2022 Salary (7.5 of 12 Mos):	\$27,529
Social Security (7.65%):	\$2,106

**Subtotal: \$29,635**

**TOTAL 2022 Amount: \$89,839**

Subject to your approval, the Department of Human Resources (HR) will request one position of Manager Human Resources and one position of Mgmt Asst – Human Res be created in HR and submitted to the County Board for consideration in the May 2022 cycle. Once approved, the 2022 crosscharge will be requested to be processed by the Central Business Office (CBO) from the Combined Court Related Operations for HR services. Combined Court Related Operations will work on finding and transferring the dedicated funding required for these two (2) positions on an ongoing basis within the tax levy allocated to the Department of Human Resources in the 2023 budget and beyond.

If you agree to the proposed 2022 budget crosscharge and future tax levy transfer, please sign below via DocuSign by Monday, April 18, 2022.

Thank you for your consideration. Contact me with any questions.

*Margo Franklin*

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Margo Franklin 4/13/2022  
Chief Human Resources Officer

*George L. Christenson*

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George L. Christenson 4/14/2022  
Clerk of Circuit Court

cc: Mary E. Triggiano, Chief Judge  
Dean Legler, Director Compensation & HRIS  
Jennifer Mueller, HR Analyst  
Dan Laurila, Operating Budget Manager  
Amy McKinney, Sr Budget and Management Analyst  
Ashley Schadde, Analyst Fiscal & Budget  
Chartheisha Carson-Clark, Director Employee Relations

**Certificate Of Completion**

Envelope Id: 05CB368FB9AD4389BB608D5AD177EC6F  
 Subject: 2022 HR/Courts Crosscharge Proposal  
 Source Envelope:  
 Document Pages: 2  
 Certificate Pages: 6  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Jennifer Mueller  
 633 W. Wisconsin Ave.  
 Suite 901  
 Milwaukee, WI 53203  
 jennifer.mueller@milwaukeecountywi.gov  
 IP Address: 204.194.251.3

**Record Tracking**

Status: Original  
 4/13/2022 3:23:13 PM  
 Holder: Jennifer Mueller  
 jennifer.mueller@milwaukeecountywi.gov  
 Location: DocuSign

**Signer Events**

Margo Franklin  
 margo.franklin@milwaukeecountywi.gov  
 Chief Human Resources Officer  
 Security Level: Email, Account Authentication (None)

**Signature**

*Margo Franklin*  
 Signature Adoption: Pre-selected Style  
 Signed by link sent to  
 margo.franklin@milwaukeecountywi.gov  
 Using IP Address: 204.194.251.5

**Timestamp**

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 Signed: 4/13/2022 5:01:27 PM

**Electronic Record and Signature Disclosure:**  
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 ID: ba26df91-3115-433a-b26a-cfe866509022

George Christenson  
 george.christenson@milwaukeecountywi.gov  
 County Clerk  
 Milwaukee County  
 Security Level: Email, Account Authentication (None)

*Geo R. Christenson*  
 Signature Adoption: Uploaded Signature Image  
 Signed by link sent to  
 george.christenson@milwaukeecountywi.gov  
 Using IP Address: 204.194.251.35

Sent: 4/13/2022 5:01:28 PM  
 Viewed: 4/14/2022 10:21:09 AM  
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
<p>Dean Legler  dean.legler@milwaukeecountywi.gov  Director, Comp (Note - Grade of TAHC should be reflected as step 1 of 13Z3, not 15Z3. Rate is correc  Milwaukee County  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 4/14/2022 10:21:38 AM
<p>Dan Laurila  daniel.laurila@milwaukeecountywi.gov  Office of Performance, Strategy, and Budget  Milwaukee County  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 4/14/2022 10:21:39 AM
<p>Elena LaMendola  elena.lamendola@milwaukeecountywi.gov  Fiscal &amp; Budget Analyst, DAS-CBO  Milwaukee County  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 4/14/2022 10:21:40 AM Viewed: 4/14/2022 10:55:37 AM
<p>Ashley Schadde  Ashley.Schadde@milwaukeecountywi.gov  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 4/14/2022 10:21:42 AM
<p>Amy McKinney  Amy.McKinney@milwaukeecountywi.gov  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 4/14/2022 10:21:43 AM
<p>Charteisha Carson-Clark  Charteisha.CarsonClark@milwaukeecountywi.gov  Employee Relations Director  Milwaukee County  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 4/14/2022 10:21:44 AM
<p>Mary E. Triggiano  chiefjudge.firstdistrict@wicourts.gov  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 4/14/2022 10:21:46 AM

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	4/13/2022 3:32:07 PM
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Signing Complete	Security Checked	4/14/2022 10:21:36 AM
Completed	Security Checked	4/14/2022 10:21:46 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

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### **How to contact Wisconsin Milwaukee County:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [plee@milwcnty.com](mailto:plee@milwcnty.com)

**To advise Wisconsin Milwaukee County of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [plee@milwcnty.com](mailto:plee@milwcnty.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

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**To withdraw your consent with Wisconsin Milwaukee County**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [plee@milwcnty.com](mailto:plee@milwcnty.com) and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>• Allow per session cookies</li><li>• Users accessing the internet behind a Proxy Server must enable HTTP</li></ul>

1.1 settings via proxy connection
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\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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- Until or unless I notify Wisconsin Milwaukee County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Milwaukee County during the course of my relationship with you.