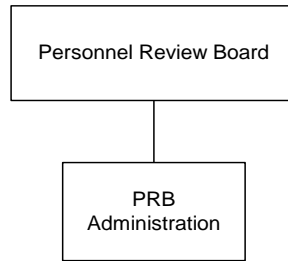


# PERSONNEL REVIEW BOARD (1120)



## MISSION

The mission of the Milwaukee County Personnel Review Board (MCPRB) is to protect the rights of employees and officials in the classified civil service by providing a quasi-judicial forum in which to appeal disciplinary suspensions, demotions, or charges for discharge from County service; to provide a final review of grievances by classified civil service employees who are not currently subject to a bargaining agreement; and to ensure the proper execution of Milwaukee County civil service rules, policies, and procedures.

## Budget Summary

	2013	2012/2013 Change
Expenditures	224,495	(41,742) <sup>1</sup>
Revenue	0	0
Levy	224,495	(41,742) <sup>1</sup>
FTE's	7.3	0.0

## Major Programmatic Focus

- Provide core services and maintain high case processing standards while processing more complex cases amid high case volume.
- Changing internal and external climate impacting personnel matters and MCPRB decisions requires increased communication with outside legal counsel.
- Modified automated workflow mechanism intends to enhance efficiency and communication between departments.

## OBJECTIVES

- Work closely with MCPRB counsel to ensure procedural integrity of case preparation, hearing and review process, case management, and case resolution as required by specific ordinances, laws, codes, rules, and/or regulations.
- Enhance communication and record keeping among the MCPRB, its staff, and relevant County agencies by use of workflow systems, expanded data tracking, and periodic online training.
- Maintain statistical records on MCPRB employee disciplinary cases to potentially assist the County in litigation; to provide data useful for determining patterns in disciplinary behavior and management/supervisory training needs; and to evaluate administration of discipline under and applications of Milwaukee County civil service rules.

<sup>1</sup>The DAS Services crosscharge is decreased by \$51,049 in 2013. As a result, the 2013 tax levy for this department represents an increase of \$9,307, or 4.3%.

## COUNTY EXECUTIVE'S 2013 BUDGET

DEPT: Personnel Review Board

UNIT NO. 1120  
FUND: General - 0001

---

- Consider developments in the fields of administrative law, dispute resolution, and employment relations law and practice in order to model best practices in the fulfillment of MCPRB's core duties.

### DEPARTMENTAL PROGRAM DESCRIPTION

In order to fulfill its role as an independent and fair adjudicator, the MCPRB has been carefully organized and its board members have been appointed by the Milwaukee County Executive and confirmed by the Milwaukee County Board of Supervisors for staggered five-year terms, with opportunity for reappointment. The administrative responsibilities of the MCPRB are administered by its staff that, along with counsel, assists the MCPRB in achieving its mission of ensuring that the civil service rules of Milwaukee County are enforced in a fair and impartial manner. The following in large part establish the MCPRB and authorize its activities:

1. Pursuant to Wis. Stats. 63.10 and 63.12 and Chapter 33 of the Milwaukee County General Ordinances (M.C.G.O.), the five-member MCPRB 1) provides quasi-judicial hearings of charges filed by appointing authorities, or other persons authorized to file such charges, where the charges allege actions of an individual in the classified civil service merit suspension (second in six months or more than eleven days), demotion, or discharge; and 2) hears citizen complaints.
2. Pursuant to Chapter 33 and M.C.G.O. 17.207, the MCPRB provides administrative file review or quasi-judicial hearings of final step grievance appeals by County employees, where not superseded by a bargaining agreement.
3. Pursuant to Chapter 9, M.C.G.O. and the Board's own Rules of Procedure, the MCPRB acts as an "Independent Fact Finder" for cases forwarded by the Ethics Board, and may act as a hearing body for other disciplinary actions that call for an administrative hearing.
4. Also pursuant to Chapter 33, M.C.G.O., the MCPRB is responsible for annually reviewing and reporting on the rules, practices and procedures of the Milwaukee County Civil Service Commission.

The Personnel Review Board Executive Secretary and staff allot a percentage of their time to staff and manage the Office of the Ethics Board. Based on historical practice, 75% of staff time is charged to the MCPRB and 25% is charged to the Ethics Board.

### 2013 BUDGET

#### *Approach and Priorities*

The 2013 budget has been prepared by averaging the 2012 budgeted expenses with the five-year (2007-2011) actual expenditures of the MCPRB. Additionally, this budget considers the following administrative priorities:

1. Preserve core services and process cases with efficiency, accuracy, and timeliness.
2. Work with departments, bargaining units, or attorneys to identify and address barriers to reducing average turnaround time of MCPRB cases to within a 6 to 9 month period.
3. Reduce time to prepare case outcome documents and respond to inquiries more quickly.
4. Enhance communication and interaction with departments and produce online procedural training modules related to the MCPRB rules, procedures, and decisions.

**COUNTY EXECUTIVE'S 2013 BUDGET****DEPT: Personnel Review Board****UNIT NO. 1120**  
**FUND: General - 0001****Budget Highlights****Outside Counsel****\$12,000**

The MCPRB budget for outside legal services is increased to provide periodic services, such as when conflict of interest issues prevent Corporation Counsel from giving advisory opinions to the MCPRB (\$12,000).

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>2012/2013 Change</b>
Personal Services (w/o EFB)	\$ 85,121	\$ 115,574	\$ 118,145	\$ 2,571
Employee Fringe Benefits (EFB)	52,553	64,177	62,408	(1,769)
Services	28,207	2,540	14,570	12,030
Commodities	2,230	1,550	1,300	(250)
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	28,547	82,396	28,072	(54,324)
Abatements	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 196,658</b>	<b>\$ 266,237</b>	<b>\$ 224,495</b>	<b>\$ (41,742)</b>
Direct Revenue	0	0	0	0
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
<b>Total Revenue</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Direct Total Tax Levy</b>	<b>196,658</b>	<b>266,237</b>	<b>224,495</b>	<b>(41,742)</b>

<b>PERSONNEL SUMMARY</b>				
	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>2012/2013 Change</b>
<b>Position Equivalent (Funded)*</b>	<b>7.3</b>	<b>7.3</b>	<b>7.3</b>	<b>0.0</b>
<b>% of Gross Wages Funded</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Overtime (Dollars)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Overtime (Equivalent to Position)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

\* For 2011 Actuals, the Position Equivalent is the budgeted amount.

<b>PERSONNEL CHANGES</b>						
<b>Job Title/Classification</b>	<b>Title Code</b>	<b>Action</b>	<b># of Positions</b>	<b>Total FTE</b>	<b>Division</b>	<b>Cost of Positions (Salary Only)</b>
None						\$
					<b>TOTAL</b>	<b>\$ 0</b>

## COUNTY EXECUTIVE'S 2013 BUDGET

DEPT: Personnel Review Board

UNIT NO. 1120  
FUND: General - 0001

ACTIVITY AND STATISTICAL SUMMARY				
	2009	2010	2011	2012 <u>Estimates</u>
Docketed Discipline/Grievance Hearings	235	307	297	364
Number of PRB Meetings	27	28	26	27
Hours Met in Session	81	61	86	110

*All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."*