

RESOLUTION NO.: 25—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

The Outagamie County Corporation Counsel Office is requesting approval to delete one (1) part-time Assistant Corporation Counsel position and replace with one (1) full-time Assistant Corporation Counsel position.

Currently, the part-time Assistant Corporation Counsel position is dedicated 50% to child support and 50% to general Corporation Counsel issues. Other than child support duties, this position is generally dedicated to prosecution of Chapter 51 cases, Guardianships, and research on other projects for various departments. In reviewing staff assignments, three and a half (3.5) of the five (5) attorneys in the office are either dedicated solely, or do the vast majority of their work for the Health and Human Services Department (HHS). This leaves one and a half (1.5) attorneys to address the needs of the remaining 31 departments. This has led to increased wait times for departments on legal opinions, and other legal projects. By adding one full-time general Assistant Corporation Counsel position, the department will have the full-time equivalent of two (2) attorneys to address the areas outside of HHS.

Current year fiscal impact will include an increase in the Corporation Counsel operating budget of \$31,078.

NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year Table of Organization request to delete one (1) part-time Assistant Corporation Counsel position and add one (1) full-time Assistant Corporation Counsel position effective July 1, 2024, for the Corporation Counsel Department, as noted on the attached Position Deletion Form, Position Addition Form, Job Description, and Table of Organization, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of increasing the Corporation Counsel Salaries line item by \$22,675, increasing the Corporation Counsel Fringe line item by \$8,403, and decreasing the General Funds Applied, Fund Balance Applied line item by \$31,078, as noted on the attached fiscal note, which by reference is made a part hereof, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Finance Director, the Outagamie County Human Resources Director, and the Outagamie County Corporation Counsel.

Dated this _____ day of June 2024

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION DELETION FORM		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	7/1/2024	
Department:	Corporation Counsel	
Department Head:	Kyle Sargent	
Cost Center Number:	1001500	
Position Title:	Assistant Corporation Counsel	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	No
	Part Time:	Yes
If adding a position to offset this deletion; which position(s) will be added?	Assistant Corporation Counsel FT	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
REQUESTING TO INCREASE THE PART TIME POSITION TO THE FULL TIME POSITION. THIS PART TIME CORP COUNSEL POSITION WILL BE DELETED AND A FULL TIME POSITION WILL BE ADDED TO PROVIDE ADDITIONAL ASSISTANCE WITH DEPARTMENTS OUTSIDE OF HHS.		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	\$	22,675
Fringe Benefits	\$	12,973
Travel/Training	\$	-
Supplies	\$	-
Purchased Services	\$	-
Capital Outlay	\$	-
TOTAL COST SAVINGS	\$	35,648
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
	\$	-
TOTAL REVENUE REDUCTION	\$	-
NET COUNTY COST (Levy/Fund Balance)	\$	35,648

TO BE COMPLETED BY HUMAN RESOURCES:

Reviewed by HR

County Executive Decision (Approved/Denied)

POSITION ADDITION FORM		
Completion Checklist		
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description/class specification for the position request below, highlighting any changes 		
Request Details		
Effective Date of Requested Change:	7/1/2024	
Department:	Corporation Counsel	
Department Head:	Kyle Sargent	
Cost Center Number:	1001500; 601011	
Position Title:	Assistant Corporation Counsel	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	170	
Estimated Starting Step:	3	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	Full-time
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	consultants	
If deleting a position to add this position; which position(s) will be deleted?	1 part time Assistant Corp Counsel	
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>Currently Corporation Counsel has an Assistant Corporation Counsel Position which is dedicated 50% to child support, and 50% to general corporation counsel issues. Outside of the child support duties this position is generally dedicated to prosecution of Chapter 51 cases, Guardianships, and research on other projects for the various departments. In reviewing staff assignments, 3.5 of the 5 attorneys in the office are either dedicated solely, or do the vast majority of their work for the Department of Health and Human Services. This leaves about 1.5 attorneys to address the needs of the remaining 31 departments. This has led to increased wait times for departments on legal opinions, and other legal projects. By adding one full time general Assistant Corp Counsel, and removing the 50% general Assistant Corporation Counsel, we will at least have the full time equivalent of 2 attorneys to address the areas outside of HHS. This increase will give corporation counsel 5.5 total attorneys; 1.5 attorneys in the child support role, and 4 attorneys addressing non child support matters. The time of 2 of those attorneys will be solely dedicated to departments other than health and human services.</p>		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Other	

PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	45,350
Fringe Benefits	\$	21,376
Travel/Training	\$	-
Supplies - IT		
Supplies - Other	\$	-
Purchased Services - IT		
Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	66,726
COST SAVINGS OR INCREASED REVENUES:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
Deleted Position (if applicable)	\$	(35,648)
	\$	-
	\$	-
TOTAL COST SAVINGS/REVENUES	\$	(35,648)
NET COUNTY COST (Levy/Fund Bal)	\$	31,078
PARTIAL YEAR FUNDING - ANNUAL PROJECTION		
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:		
Salary	\$	89,961
Fringe Benefits	\$	42,403
Other Expenditures	\$	-
TOTAL EXPENDITURES	\$	132,363
Deleted Position (if applicable)	\$	(70,715)
Less Increased Revenue/Cost Savings (enter as negative)	\$	-
NET COUNTY COST (Levy/Fund Bal)	\$	61,649

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

5/6/24, 5:40 PM

Outagamie County - Class Specification Bulletin

**Outagamie County
Assistant Corporation Counsel**

CLASS CODE	1300-1	SALARY	\$84,801.60 - \$110,656.00 Annually
ESTABLISHED DATE	June 08, 2017	REVISION DATE	December 17, 2023

Position Purpose

Reporting to the Corporation Counsel, the Assistant Corporation Counsel provides a wide range of legal services to the County Executive, County Board of Supervisors and its Committees, other County Committees, Boards, Commissions and authorities, and County officers and employees

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Advise the County Executive, County Board of Supervisors and its Committees, other County committees, boards, commissions and authorities, and County officers and employees of applicable law as assigned by the Corporation Counsel, doing such legal research as necessary to give such advice.
 - Advise the County Board of Supervisors and/or committees on parliamentary procedure in the absence of or at the direction of the Corporation Counsel.
 - Represent and defend the County and its officers and employees in Court actions and administrative proceedings as assigned by the Corporation Counsel.
 - Demonstrates a working knowledge in the areas of Planning and Zoning, Unemployment Compensation, public records and open meetings laws so as to provide legal advice, representation and training to the involved departments, officers and employees.
 - Develop an overview of Insurance Law, Worker's compensation Law, Construction Law, Labor Relations (including grievances and discipline), Airport Law, Highway Law, Real Estate Law, Municipal Finance Law and other areas of law applicable to the County so as to assist the Corporation Counsel as required.
 - Review and draft contracts and other legal documents to which the County is a party.
 - Prosecute Zoning and other Ordinance violations.
 - Serve as back-up to the Assistant Corporation Counsel (Child Support and Mental Health Commitments) when necessary.
 - Perform the duties of the Corporation Counsel in his/her absence.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

5/6/24, 5:40 PM

Outagamie County - Class Specification Bulletin

Education/Certifications/Experience Requirements

- Law degree and admission to practice in the State of Wisconsin.
- One to two years legal experience.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
-

Required or Preferred Skills

- Ability to operate a variety of office equipment including personal computer, typewriter, fax machine, calculator, photocopier, and fax machine.
- Ability to perform most work independently, with supervision by the Corporation Counsel at times. Ability to review the work of others.
- Ability to add, subtract, multiply, divide, and calculate decimals and percents and make use of the principles of descriptive statistics and statistical inference.
- Ability to comprehend and interpret a variety of legal documents including statutes, case records, case management and other handbooks, etc.
- Ability to prepare a variety of documents including Court orders, Motions, Summons, Complaints, etc. Ability to use and interpret medical, legal and accounting terminology.

Ability to communicate effectively with County Officials and Employees, Judges, Family Court Commissioner, court Commissioner, Attorneys, Physicians, Consultants, witnesses, clients, and the general public verbally and in writing.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: GENERAL 100 COST CENTER NAME: CORPORATION COUNSEL

DEPARTMENT NAME: CORPORATION COUNSEL COST CENTER NUMBER: 1001500, 6010100

POSITION COUNT	2020		2021		2022		2023		2024	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
REGULAR POSITIONS:										
ASSISTANT CORP COUNSEL	1	1	1	1	1	1	1	1	2	0
ASSISTANT CORP COUNSEL/CHILD SUPPORT	1	1	1	1	1	1	1	1	1	1
CORPORATION COUNSEL	1	0	1	0	1	0	1	0	1	0
DEPUTY CORPORATION COUNSEL	1	0	1	0	1	0	1	0	1	0
LEGAL SECRETARY	0	1	0	1	0	1	0	1	0	1
OFFICE MANAGER/PARALEGAL	0	0	1	0	1	0	1	0	1	0
PARALEGAL	2	0	1	0	1	0	1	0	1	0
<u>COST CENTER 6010100</u>										
RISK ADMINISTRATOR	0	0	0	0	0	0	0	0	1	0
TOTAL POSITIONS - REGULAR:	<u>6</u>	<u>3</u>	<u>6</u>	<u>3</u>	<u>6</u>	<u>3</u>	<u>6</u>	<u>3</u>	<u>8</u>	<u>2</u>
TOTAL ALL POSITIONS:	<u>6</u>	<u>3</u>	<u>6</u>	<u>3</u>	<u>6</u>	<u>3</u>	<u>6</u>	<u>3</u>	<u>8</u>	<u>2</u>

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Addition of a .5FTE Assistant Corporation Counsel to the Table Of Organization for Corporation Counsel

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

This position will increase a current .5FTE Assistant Corporation Counsel position to a full time Assistant Corporation Counsel Position. This will be accomplished by deleting the current .5FTE and adding a 1.0FTE. Current year fiscal impact will include an increase in the Corporation Counsel Operating Budget of \$31,078. The position is being requested to provide additional support for various departments outside of the Department of Health and Human Services which currently utilizes a significant portion of the Corporation Counsel Resources.

Current Year Budget Impact (Check one or more of the following boxes)

☐

Revenues

☒

x

Expenses (Cost)

☐

None

3. Is the specific cost or revenue included in the current year's budget? yes () no () partially (x)

4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no (x) n/a ()

5. Is the proposal to accept additional revenues only? yes () no (x)

6. Does this request modify/adjust the current year budget? yes (x) no ()
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

The project on

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Corporation Counsel	Salaries	1001500.5100	\$22,675
Corporation Counsel	Fringe	1001500.5200	\$8,403
General Funds Applied	Fund Balance Applied	1002247.5500	(\$31,078)

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (x) no () n/a ()

9. What is the anticipated annual and/or long-term cost or revenue impact?

Annual Cost Future budgets
Annual Revenue 0

Fiscal Note Prepared by: Kyle Sargent Corporation Counsel

For Financial Services purposes only

Reviewed By:

Michelle Witenbroek

Date: 5/20/2024

Comments:

If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:

Detail Expenditure Account Number

Amount