

RESOLUTION NO.: 116—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Outagamie County Corporation Counsel provides legal services to all County Departments
2 which includes coordinating with insurance carriers, and their assigned outside counsel,
3 regarding claims filed against the County. The Outagamie County Risk Coordinator manages
4 all claims filed against the county and coordinates with our insurance carriers regarding
5 administration of claims. Traditionally, the Risk Coordinator has been under the Financial
6 Services Department Table of Organization. Given the demands on Financial Services and
7 departures within that department, Risk Management would be better served within the office
8 of Corporation Counsel.
9

10 This resolution seeks to move the office of Risk Management to the table of organization for
11 Corporation Counsel, which will allow Corporation Counsel to work more closely with the
12 Risk Coordinator on claims filed against the county, will allow Corporation Counsel staff to
13 provide day to day support for the Risk Coordinator, and will provide backup coverage which
14 is no longer available from the Finance Department.
15

16 The monies for the proposed Table of Organization change were approved as part of the 2024
17 budget process. Therefore, no budget adjustment is needed at this time.
18

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

21 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year
22 Table of Organization request to move one (1) full-time Risk Coordinator position from the Financial
23 Services Department Table of Organization to the Corporation Counsel Table of Organization, with no
24 budget adjustment needed, as noted on the attached Out of Budget – Position Cost Center Change Form,
25 Job Description, Table of Organization, and fiscal note, which by reference are made a part hereof, and

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

29 Dated this _____ day of March 2024

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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sarah MacDonald

Ryan Ferguson

Joe Santonato

John Kostelny

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUT OF BUDGET - POSITION COST CENTER CHANGE FORM			
Completion Checklist			
<ul style="list-style-type: none"> o A visual of proposed Table of Organization o Fiscal Note 			
Request Details			
Effective Date of Requested Change: <small>Note: must be beginning of pay period</small>		3/5/2024	
Position Title:		RISK MANAGER	
Current Department:		FINANCE	
Current Department Head:		MICHELLE UITENBROEK	
Current Cost Center Number:		1004100	
New Department:		CORPORATION COUNSEL	
New Department Head:		KYLE SARGENT	
New Cost Center Number:		1001500	
Is this position full time or part time? <small>(If more than one position, use the worksheet for Multiples)</small>		Full Time:	1
		Part Time:	
Employee(s) Impact By Change	Employee Name	Employee #	New Supervisor
	CHUCK SCHROEDER		KYLE SARGENT
Position Justification			
Briefly summarize why this change is needed, as well as areas of revenue and savings.			
<p>HISTORICALLY, THE RISK MANAGER HAS BEEN HOUSED IN FINANCE. GIVEN THE CHANGES IN THE FINANCE STRUCTURE DUE TO TURNOVER, THE RISK MANAGER IS IN A POSITION WHERE THERE IS LITTLE TO NO SUPPORT STAFF COVERAGE FOR THE POSITION. IN ADDITION FINANCE HAS A SIGNIFICANT WORK LOAD SUCH THAT RISK MANAGEMENT HAS BEEN IN PRACTICE ALMOST ITS OWN STAND ALONE DEPARTMENT. CORPORATION COUNSEL HAS SUPPORT STAFF WHICH CAN PROVIDE BACK UP FOR THE RISK MANAGER IF OUT OF THE OFFICE, AND CAN ASSIST WITH OTHER DAILY SUPPORT STAFF TASKS. THE RISK MANAGER WORKS WITH FINANCE IN THE SAME OR SIMILAR CAPACITY AS ALL OTHER DEPARTMENTS IN THE COUNTY. RISK, HOWEVER, WORKS WITH CORPORATION COUNSEL ON A REGULAR BASIS INCLUDING COORDINATING CLAIMS AND IDENTIFYING IF AND WHEN OUTSIDE COUNSEL SHOULD BE APPOINTED ON A PARTICULAR MATTER. IN REVIEWING WMMIC REPRESENTED COUNTIES, OF THOSE WHO HAVE A RISK MANAGER, 9 OUT OF 15 HAVE RISK MANAGEMENT PLACED WITHIN CORPORATION COUNSEL. OTHER WMMIC MEMBERS WHO DO NOT HAVE A RISK MANAGER, WORK WITH CORPORATION COUNSEL DIRECTLY. THIS WILL NOT MODIFY THE REVENUE STREAM IN ANY WAY, NOR WILL IT INCREASE COSTS AS IT WILL BE A LATERAL TRANSFER.</p>			
Fiscal Data			
How will this position be funded (choose from drop-down list)?			
PROJECTED 2023 EXPENDITURES NEW COST CENTER - Amounts must agree to amounts included in the proposed budget.			

Salary	
Fringe Benefits	
Travel/Training	
Supplies - IT	
Supplies - Other	
Purchased Services - IT	
Purchased Services - Other	
Allocated Applied Expense	
Allocated Applied Credit	
Capital Outlay	
TOTAL EXPENDITURES	
COST SAVINGS OR INCREASED REVENUES NEW COST CENTER:	
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>
TOTAL COST SAVINGS/REVENUES	
NET COUNTY COST (Levy/Fund Bal)	
PARTIAL YEAR FUNDING - ANNUAL PROJECTION - NEW COST CENTER	
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	
Fringe Benefits	
Other Expenditures	\$ -
TOTAL EXPENDITURES	\$ -
Less Increased Revenue/Cost Savings (enter as negative)	\$ -
NET COUNTY COST (Levy/Fund Bal)	\$ -

3/6/24, 8:46 AM

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**Outagamie County
Risk Coordinator**

CLASS CODE 1500-3

SALARY

\$74,068.80 - \$96,636.80 Annually

Position Purpose

Reporting to the Finance Director, the Risk Coordinator is responsible for developing, coordinating and controlling a comprehensive risk management program designed to minimize the County's exposure to loss. Administers accident and claims investigations, safety and loss prevention and development of premium and budget preparations.

Key Responsibilities

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

- Establishes and maintains effective working relationships with staff, elected officials, county departments, vendors, government agencies, and the public.
- Develops and maintains county-wide Safety Program and safety policies and procedures.
- Insures that appropriate and effective safety training is performed to support the County's Safety Program.
- Establishes and coordinates safety inspections, hazard identification and corrective actions.
- Administers self-insured worker's compensation program including program development, claims investigation, coordination of medical services and return to work; represents the County at DILHR hearings on disputed claims.
- Administers liability insurance programs including program development, internal investigation, recommending defense counsel, development of defense strategies, preparing disallowances, verifying coverage and maintaining claims and litigation files.
- Develops and manages comprehensive County-wide occupation health, wellness, and safety program designed to reduce exposure to loss and claims. Keeps abreast of laws, regulations and industry standards in municipal health and safety program areas.
- Advises claims administrators, insurance adjusters, defense counsel, and affected County departments on the status and disposition of all property and casualty claims.
- Provides professional advice on risk management issues to county administration; responds to requests for information and advice from county staff, government agencies, and the public.
- Advises departments on appropriate insurance coverage limits; develops insurance specifications and indemnification agreements for bids and contracts; reviews all contracts and certificates of insurance to ensure compliance with insurance and indemnification requirements.
- Selects and oversees the maintenance of the risk management recordkeeping system.
- Administers self-insured vehicle collision program including program development, repair authorization, subrogation actions, payments and negotiated settlements.
- Works with other members of the Finance team to develop premium projections and allocations for various self-insured and commercial insurances, prepares workers compensation insurance audit, develops and

3/6/24, 8:46 AM

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maintains rating information. Works with other members of the Finance team to develop the annual insurance budgets.

- Either develops or works with insurance carriers to maintain schedules of insurable properties. Works with other members of the Finance team to select commercial insurance coverages, prepares most insurance coverage renewable applications.
- Supports other members of the Finance team in preparing the annual vehicle assignment report by vehicle policy.
- Formulates procedures relating to the County's claims reporting; develops and maintains loss history and loss statistics used in the development of experience and exposure rating factors.
- Represents the County at the Wisconsin Municipal Mutual Insurance Company meetings.
- Assists with special projects as assigned and annual financial audit as requested by the auditors.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor's degree in Risk Management, or a related field, with three to five years of progressively responsible professional experience in the area of administering Worker's Compensation claims, property and casualty claims, safety programs or insurance administration.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Ability to operate a motor vehicle.
- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of statistical inference.
- Ability to comprehend and interpret a variety of documents including lawsuits and claims, bank statements, account summaries, billing invoices, insurance policies, actuarial reports, State statutes, budgets, etc
- Ability to prepare a variety of documents including budgets, allocation schedules, annual and other reports, policy manuals, claim forms, valuation forms, etc.
- Ability to use and interpret medical, legal, and insurance terminology.
- Ability to communicate effectively with claimants, defense attorneys, adjusters, sales representatives doctors, professional service providers, department managers, auditors, and others 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.

<u>POSITION COUNT</u>		<u>2020</u>		<u>2021</u>		<u>2022</u>		<u>2023</u>		<u>2024</u>	
		<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
FUND: GENERAL 100											
COST CENTER NAME: CORPORATION COUNSEL											
DEPARTMENT NAME: CORPORATION COUNSEL											
COST CENTER NUMBER: 1001500, 6010100											
REGULAR POSITIONS:											
ASSISTANT CORP COUNSEL		1	0	1	0	1	0	1	0	1	0
ASSISTANT CORP COUNSEL/CHILD SUPPORT		1	1	2	0	2	0	2	0	2	0
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>2</u>	<u>7</u>	<u>1</u>	<u>7</u>	<u>1</u>	<u>7</u>	<u>1</u>	<u>8</u>	<u>1</u>
TOTAL ALL POSITIONS:		<u>6</u>	<u>2</u>	<u>7</u>	<u>1</u>	<u>7</u>	<u>1</u>	<u>7</u>	<u>1</u>	<u>8</u>	<u>1</u>

FUND: GENERAL 100		COST CENTER NAME: FINANCIAL SERVICES								
DEPARTMENT NAME: FINANCIAL SERVICES		COST CENTER NUMBER: 1004100, 6040300								
POSITION COUNT	2020		2021		2022		2023		2024	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
REGULAR POSITIONS:										
<u>COST CENTER 1004100</u>										
ACCOUNT ASSOCIATE I	1	0	1	1	0	1	0	1	0	1
ACCOUNT ASSOCIATE III	0	1	0	0	1	0	1	0	1	0
ACCOUNT ASSOCIATE III	1	0	1	0	1	0	1	0	1	0
BUYER	0	0	0	0	0	0	0	0	0	0
CONTROLLER	1	0	0	0	1	0	1	0	1	0
DEP DIRECTOR DEPT & BOARD RELATIONS	1	0	1	0	1	0	1	0	1	0
FINANCE ACCOUNTANT	1	0	1	0	1	0	1	0	1	0
FINANCE ACCOUNTANT	0	0	0	0	0	0	1	0	1	0
FINANCE DEPUTY DIRECTOR	0	0	1	0	1	0	1	0	1	0
FINANCE DIRECTOR	1	0	1	0	1	0	1	0	1	0
PAYROLL COORDINATOR	1	0	1	0	0	0	0	0	0	0
PAYROLL SPECIALIST	1	1	1	1	1	0	1	0	1	0
PAYROLL SUPERVISOR	0	0	0	0	1	0	1	0	1	0
PROCUREMENT COORDINATOR	1	0	1	0	1	0	1	0	1	0
<u>COST CENTER 6010100</u>										
RISK ADMINISTRATOR	1	0	1	0	1	0	1	0	0	0
<u>COST CENTER 6040300</u>										
CENTRAL SERVICES SUPERVISOR/ACCOUNTANT	0	0	0	0	1	0	1	0	0	0
CENTRAL SERVICES SPECIALIST	0	0	0	0	1	0	1	0	1	0
MAIN SERVICES ASSISTANT	0	0	0	0	0	1	0	1	0	1
TOTAL POSITIONS-REGULAR:	<u>10</u>	<u>2</u>	<u>10</u>	<u>2</u>	<u>13</u>	<u>2</u>	<u>14</u>	<u>2</u>	<u>12</u>	<u>2</u>
TOTAL ALL POSITIONS:	10	2	10	2	13	2	14	2	12	2

OUTAGAMIE COUNTY FISCAL NOTE

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 (1675), Controller (1674) 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: Move Risk Administrator from Financial Services to 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)

After the resignation of the Finance Director and Deputy Finance Director in February/March of 2023, the Risk Administrator within Finance started reporting to the Director of Corporation Counsel and this was agreed upon by all parties that these duties were better aligned with Corporation Counsel instead of staying in Finance once a new Director and Deputy Director were hired. This request is to move this position permanently to Corporation Counsel Department, the budget is already separated within a Risk Management cost center, so this request is only for the change of reporting department.

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

Revenues Expenses (Cost) None – 2025 Budget

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

COST CENTER NAME	LINE ITEM <small>(i.e. Salaries, Supplies, Etc.)</small>	COST CENTER <small>(i.e. 1004100.5100, 1004100.5400, etc.)</small>	(DECREASE) AMOUNT

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 0
Annual Revenue 0

Fiscal Note Prepared by: Kay L Hamilton

For Financial Services purposes only	
Reviewed By: <i>Kay L Hamilton</i>	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 Expenditures Account Number Amount
Date: 2/20/2024	
Comments:	