

***RESOLUTION NO.: 173—2017-18***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

*2/3 MAJORITY – 24 VOTES*

1           The Outagamie County Veterans Office will have two long-term employee retirements  
2           within a two-month period. Due to the small staff size, and in order to maintain a  
3           continuous and consistent level of service to our veteran community and assist with  
4           processing the claims backlog, funding is needed to fill the positions almost  
5           immediately. This resolution is requesting to transfer \$45,500 from the Small  
6           Department Vacation/Sick Leave Payout Fund.

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8           Additionally, new staff will be required to attend various training workshops.  
9           Therefore, this resolution is requesting to transfer \$20,000 from the Contingency Fund  
10          for contract services. This additional support through 2018 will help mitigate any  
11          service disruptions due to staff turnover and training issues.

12  
13          NOW THEREFORE, the undersigned members of the Health and Human Services Committee  
14          recommend adoption of the following resolution.

15          BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the request  
16          to transfer \$45,500 from the Small Department Vacation/Sick Leave Payout fund to the Outagamie  
17          County Veterans Office as noted on the attached fiscal note which by reference is made a part hereof,  
18          and

19          BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve  
20          the request to transfer \$20,000 from the Reserve for Contingency Fund to the Veterans Office Purchased  
21          Services as noted on the attached fiscal note which by reference is made a part hereof, and

22          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy  
23          of this resolution to the Outagamie County Veterans Officer and the Outagamie County Finance  
24          Director.

25          Dated this \_\_\_\_ day of March 2018

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Respectfully Submitted,

HEALTH AND HUMAN SERVICES  
COMMITTEE

\_\_\_\_\_  
Dan Gabrielson

\_\_\_\_\_  
Justin Krueger

\_\_\_\_\_  
Cathy Thompson

\_\_\_\_\_  
Christine Lamers

\_\_\_\_\_  
Vacant

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**SMALL DEPARTMENTS VACATION AND SICK LEAVE PAYOUT BUDGET  
REQUEST FORM**

Department	Veterans
Department Head	David Holst
Date	January 15, 2018
Positions Vacated	Both the Program Assistant and the Deputy Veterans Service Officer positions
Vacation and Sick Payout Estimate	\$57,000 total for both positions
Budgeted Transfer Request Amount	\$45,500

Operational Impact (i.e. risks, productivity, cost, etc) if not allowed to fill the vacated position until the vacation and sick payout is recovered on a budgetary basis:

Due to two retirements of long-term employees in the Veterans Service Office (One on January 19 and a second one given for March 19), \$45,500 is being requested from the Small Department Vacation/Sick Leave Fund. This would allow for the immediate replacement of one of the positions and a very short opening (roughly 2 – 3 weeks) for the other. With 5.5 staff on the Table of Organization, one vacancy equates to a staff reduction of nearly 20%. This funding would allow us to fill the positions almost immediately and allow the department to maintain a continuous and consistent level of service to our veteran community and assist with processing the claims backlog.

**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:** Request for transfer from small department sick and vacation payout fund and transfer from contingency for additional contracted services for the Veterans department.

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)

Due to two retirements of long-term employees in the Veterans Service Office (One on January 19 and a second one given for March 19), \$45,500 is being requested from the Small Department Vacation/Sick Leave Fund. This would allow for the immediate replacement of one of the positions and a very short opening (roughly 2 – 3 weeks) for the other. With 5.5 staff on the Table of Organization, one vacancy equates to a staff reduction of nearly 20%. This funding would allow us to fill the positions almost immediately and allow the department to maintain a continuous and consistent level of service to our veteran community and assist with processing the claims backlog. (As per the Small Department Vacation/Sick Payout fund Administrative Rule, the actual budget amount to be transferred will be up to the amount of \$45,500 approved. If less than that amount is needed to cover the department's budget shortfall at year-end, then only the lesser budget amount will be transferred from this fund. That amount will be calculated by and agreed to between the requesting department and Financial Services).

New staff who fill these positions will be required to attend various training workshops creating a need for enhanced administrative support in order to maintain current service levels. Therefore, a request of \$20,000 for contracted services for administrative support is also being made from the contingency fund. This additional support through 2018 will help mitigate any service disruptions due to the staff turnover and training issues. The County Veterans Service Officer will evaluate the need for any additional ongoing support as part of the 2019 budget process. Therefore, the department is requesting a transfer of \$20,000 from the contingency fund to fund this contracted support.

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

Revenues                       Expenses (Cost)                       None

- 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 ( 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.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	(DECREASE) AMOUNT
Veterans Office	Salaries	1008700.5100	43,500
Veterans Office	Fringe Benefits	1008700.5200	2,000
General Funds Applied	Fund Balance Applied	1002223.8955	45,500
<b>BALANCE SHEET ENTRY - 2017</b>			
General Fund	Committed Fund Balance for Small Depts Vac/Sick Payouts	1000000.3870	(45,500)
General Fund	Fund Balance Unassigned	1000000.3891	45,500
Veterans Office	Purchased Services	1008700.5500	20,000
Reserve for Contingency	Purchased Services	1002247.5500	(20,000)

**Annual and Long-Term Impact**

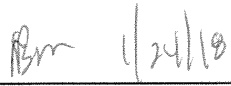
8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue?

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: Brian Massey

<b>For Financial Services purposes only</b>							
Reviewed By: 	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: <table border="1"> <thead> <tr> <th><u>Detail Expenditures Account Number</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<u>Detail Expenditures Account Number</u>	<u>Amount</u>	_____	_____	_____	_____
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