

2 **RESOLUTION: Amend the Table of Organization for the Winnebago County Office of**
3 **Corporation Counsel by Adding a Part-time Administrative Associate III**
4 **Position**

7 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

8 **WHEREAS**, in August 2019 the Corporation Counsel’s Office assumed all the legal work associated with
9 mental health commitment actions under Chapter 51 of the Wisconsin Statutes; and

10 **WHEREAS**, work to support the attorneys handling these matters was assigned to one paralegal in the
11 office, who was kept very busy full-time handling the paperwork associated with a high volume of these cases; and

12 **WHEREAS**, in the first half of 2020 the Wisconsin Supreme Court issued a number of decisions regarding
13 mental health commitments, changing the legal landscape and imposing new and additional requirements for such
14 actions; and

15 **WHEREAS**, the paralegal assigned to that work is not able to keep up with the work required for mental
16 health commitments under the new requirements, and other paralegals in the office do not have time available to
17 provide the needed assistance; and

18 **WHEREAS**, the most cost-effective way to handle this increased workload is to add a part-time
19 Administrative Associate III to the Table of Organization, who can handle routine matters and relieve the burden on
20 the paralegal doing the mental health commitment work.

21 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby
22 amends the Table of Organization for the Winnebago County Corporation Counsel’s Office, effective immediately, by
23 adding one part-time Administrative Associate III position.
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25 **Fiscal Note:** The total labor costs of this position for the remainder of 2020 are estimated to be \$13,612, consisting
26 of \$6,118 in wages and \$7,494 in benefits. These amounts have been transferred from contingency
27 accounts to the department’s budget by the Personnel & Finance Committee.
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30 Respectfully submitted by:
31 **JUDICIARY AND PUBLIC SAFETY COMMITTEE**

32 Committee Vote: **5-0**

33 Respectfully submitted by:
34 **PERSONNEL & FINANCE COMMITTEE**

35 Committee Vote: **4-0**

36 Vote Required for Passage: **Majority of Those Present**

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38 Approved by the Winnebago County Executive this ____ day of _____, 2020.

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41 _____
42 Mark L Harris
43 Winnebago County Executive
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