

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2019</u>	X	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Register of Deeds, Connie Cobb Madsen

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading)  
 If a person is not in attendance the item may be held over. Connie Cobb Madsen

Does the County Executive know of this request: \_\_\_\_\_

If related to a position or position change, Does the Human Resources Director know of this request: \_\_\_\_\_

Does this request propose the expenditure, receipt or transfer of any funds? Yes

If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 10/2/2019 Date of County Board Meeting to be Introduced: 10/8/2019

1st Reading:  1st & 2nd Reading:  \*

\* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Authorize the hiring of N060 Office Assistant before the current employee retires to allow for proper technical training. There are sufficient funds to cover this cost.

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

**THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.**





**Connie Cobb Madsen**  
**Racine County Register of Deeds**

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**MEMO**

To: Racine County Board - Finance and Human Resources Committee  
From: Connie Cobb Madsen, Racine County Register of Deeds  
Date: October 1, 2019  
RE: New Hire

I am requesting to fill a position within the Register of Deeds Office due to an upcoming retirement slated for the end of November. Because of the technical nature of this job and the years of experience from the retiree it is important that the new individual receive the best training as well as not allowing for a lag in the processing of documents should the position not be filled immediately. The funding for this position will come from a current vacancy within the department. The need for the first and second reading is important to assure that the department stays on track with the daily processing and verification of documents.