



AGENDA
FINANCE COMMITTEE
SPECIAL MEETING
WEDNESDAY, DECEMBER 4, 2024 – 8:45 AM
ADMINISTRATION CENTER - ROOM A-200
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

- 1. CALL TO ORDER**
- 2. PROPER NOTICE**
- 3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**
- 4. RESOLUTIONS**
 - a. Resolution: Amending Chapter 3.01 of the Policy and Procedure Manual - Creation of a Lead Medicolegal Death Investigator Position
- 5. ADJOURNMENT**

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

RESOLUTION NO. 24-41

AMENDING CHAPTER 3.01 OF THE POLICY AND PROCEDURE MANUAL - CREATION
OF A LEAD MEDICOLEGAL DEATH INVESTIGATOR POSITION

RESOLVED, by the Ozaukee County Board of Supervisors, that Chapter 3 of the Ozaukee County Policy and Procedure Manual be amended, effective January 1, 2025, to read:

Current Job Title	Department	FLSA	Grade	Head Count	FTE
Lead Medicolegal Death Investigator	Medical Examiner	Non-Exempt	11	1	0.8 1.0
Deputy Medical Examiner Medicolegal Death Investigator	Medical Examiner	Temporary	11	AS FUNDED	

Dated at Port Washington, Wisconsin, this 4th day of December 2024.

SUMMARY: Amending Chapter 3 of the Policy and Procedure Manual to Create a Lead Medicolegal Death Investigator and re-title the paid on call Deputy Medical Examiner positions to Medicolegal Death Investigators.

VOTE REQUIRED: Majority

11/22/24

Finance Committee APPROVED

RESULT: **APPROVED [UNANIMOUS]**

MOVER: E. Stelter, Chairperson

SECONDER: J. Arnett, Supervisor District 17

AYES: T. Richart, J. Arnett, E. Stelter

ABSENT: D. Clark

EXCUSED: D. Larson

FINANCE COMMITTEE

Finance Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	December 4, 2024
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Amending Chapter 3.01 of the Policy and Procedure Manual - Creation of a Lead Medicolegal Death Investigator Position

BACKGROUND INFORMATION: This action was approved by the County Administrator and recommended to the Executive Committee, however, the item was omitted from the final 2025 Budget as approved by the County Board on November 6, 2024. This action will amend the 2025 Budget to create a Lead Medicolegal Death Investigator position in the Medical Examiner's Office and retitle the Deputy Medical Examiner to Medicolegal Death Investigators. Ozaukee County recently shifted from a Coroner system to a Medical Examiner system, with careful consideration given to assessing community needs. This transition has expanded death investigations procedures in the county to meet national standards, requiring increased support in investigations and administrative tasks. Real-time, comprehensive, multi-disciplinary death investigations will enhance community health and wellness. Upgrading the 0.80 FTE Deputy Medical Examiner to a 1.0 FTE Lead Medicolegal Death Investigator not only ensures stability in the role but also establishes a crucial continuity plan for the Medical Examiner's Office.

ANALYSIS: The amendment will move currently budgeted per diem expenses to fund the position and have no levy impact. The Medical Examiner's Office has \$51,000 of per diem expenses budgeted for 2025. The Medical Examiner has controlled these expenses since taking office and they have totaled less than \$9,000 since May of 2024.

FUNDING SOURCE: Currently budgeted per diem expenses.

RECOMMENDED MOTION: Staff respectfully requests that the committee approve the amendment to the 2025 Budget creating a Lead Medicolegal Death Investigator position in the Medical Examiner's Office

ATTACHMENTS:

- Chief Deputy Medical Examiner (PDF)

OZAUKEE COUNTY EXPANSION REQUEST

DEPARTMENT:	Medical Examiner
DIVISION OR PROGRAM:	
REQUEST TITLE:	Chief Deputy Medical Examiner

REQUEST DESCRIPTION:

Ozaukee County recently shifted from a coroner system to a medical examiner system, with careful consideration given to assessing community needs. This transition has expanded death investigations procedures in the county to meet national standards, requiring increased support in investigations and administrative tasks. Real-time, comprehensive, multi-disciplinary death investigations will enhance community health and wellness. Upgrading the 0.80 FTE Deputy Medical Examiner to a 1.0 FTE Chief Deputy Medical Examiner not only ensures stability in the role but also establishes a crucial continuity plan for the Medical Examiner's Office.

PRIORITY: Desired (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

BUDGET IMPACT:

EXPENSES:	\$ -	(What is the total budgetary impact of this request?)
REVENUE:	\$ -	(Are there revenues available for this expansion request?)
TAX LEVY REQUESTED:	\$ -	(Formula taking the difference between Expense and Revenue)
REVENUE SOURCE IS GUARANTEED:	Yes No N/A	

NEW POSITIONS REQUESTED: (List all of the new positions, including position changes, that are requested)

Position Title	Position Expenses	PCR Form
Chief Deputy Medical Examiner	\$ 93,163	

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

The additional support this position will bring to the ME office can be linked to sections I and IV of the Ozaukee County Strategic Plan. The ability to develop statistics derived from the death investigations will enhance public health, specifically preventative deaths. We are able to support not only the Substance Misuse Task Force by providing toxicological and forensic results from those who died as a result of drug intoxication, but furnish information on other preventable deaths to aid the county-wide behavioral health stigma reduction campaign. The statistical data will also promote community-wide engagement when shared on our website.

OTHER CONSIDERATIONS: