

Sauk County, Wisconsin
Corporation Counsel Annual Report: 2018

2018 Mission: Provide professional legal services to Sauk County government, including the Board of Supervisors, committees, departments, and connected boards and commissions, and provide legal representation of the public interest in statutorily and contractually defined areas.

Departmental Program Summary: Corporation Counsel Office work focuses on four general areas:

General Government: The office is responsible for all civil legal matters of the county: giving legal opinions to the board, its committees, county departments and associated government entities, interpreting the powers and duties of the county board and officers, drafting and reviewing ordinances, resolutions, contracts, leases and other legal documents, representing the county in state and federal court civil proceedings, defending or coordinating the defense of claims and suits, maintaining the county code of ordinances, prosecuting code violations, and serving as the ethics advisor to county employees and elected officials.

Human Services: The office provides legal services and representation pursuant to an interdepartmental agreement for the Sauk County Department of Human Services (DHS) including involuntarily mental commitments, guardianship and protective placement actions, children in need of protection and services cases (CHIPS) and termination of parental rights (TPR) cases.

Child Support Enforcement: The office provides legal services pursuant to an interdepartmental agreement for the Sauk County Child Support Agency including enforcement of child support obligations through judicial action, establishment of paternity, and related collection matters.

Labor-management Relations: The office represents the county in all labor/management relations matters to include negotiations, arbitrations and other proceedings before the Wisconsin Employment Relations Commission, equal employment matters, and litigation resulting from labor relations issues.

2018 Goals Review

2018 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2018?
	Yes or No (If no, please provide comment)
Continue to expand expertise in local government law to ensure sound legal advice for the county that is faithful to its unique legal rules and principles.	Yes/Ongoing
Provide timely and effective legal advice that facilitates successful county governance.	Yes/Ongoing
Implement new technologies to increase legal services efficiencies.	Yes/Ongoing
Provide effective legal services for new or revised departments/programs.	Yes/Ongoing
Improve legal information sharing.	Yes/Ongoing

Changes/Accomplishments:

The office continued to provide proactive and responsive legal services that reflect the very broad diversity and variety of a county government corporation. Service requests were completed/updated in a timely manner.

The office successfully served the Sauk County Child Support Agency and Department of Human Services with their missions to secure adequate child support for children and families, protect abused or neglected children, and obtain services for the mentally ill, incompetent, developmentally disabled.

The office contributed to, or was centrally involved in every major county project of 2018. These projects will continue to contribute to the quality of life for Sauk County residents and visitors for years to come.

The 2018 budget included creation of a new half-time legal secretary position. Training and transition has gone very well. The office billed ten hours per week of the legal secretary position time back to the Department of Human Services per its interdepartmental agreement.

The Assistant Corporation Counsel assigned to Child Support received a reclassification upgrade. The office billed the full cost of this position, including the reclassification upgrade, back to the Child Support Agency per its interdepartmental agreement. The Child Support Agency receives 66% reimbursement from the State of Wisconsin.

Office staff reviewed a large volume of paper documents in file cabinets and storage. Staff discarded unnecessary documents and started the process of converting the remainder to electronic files. The Corporation Counsel Office files/documents are now more than 80% electronic.

There were no changes to the discretionary items in the budget. The budget reflected the county’s commitment to professional legal services and pursuit of greater legal service efficiencies. The office returned more than \$20,000 to the county general fund at the end of fiscal year 2018.

Statistical Summary:

OUTPUT MEASURES

DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL
Legal Opinions Rendered	389	418	387	363	329	276
Guardianship/Protective Placements & WATTs Reviews	150	162	178	113	123	114
Mental Commitments	114	109	119	135	175	159
TPR/CHIPS Hearings & Filings	186	217	226	162	182	218
Child Support Hearings and Court Appearances	852	768	700	719	763	677

OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL
Legal Opinions Rendered (100% of requests completed/updated).	389	418	387	363	329	276
Guardianship/Protective Placement Hearings & WATTs Reviews (100% of actions processed/completed).	150	162	178	113	123	114
Mental Commitments (100% of actions processed/completed).	114	109	119	135	175	159
TPR/CHIPS Hearings & Filings (100% of actions processed/completed).	186	217	226	162	182	218
Child Support Hearings and Court Appearances (100% of actions processed/completed)	852	768	700	719	763	677