

This contract is between RACINE COUNTY HUMAN SERVICES DEPARTMENT (HSD) whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403, hereinafter referred to as Purchaser, and GOODWILL INDUSTRIES OF SOUTHEASTERN WISCONSIN, whose principal business address is 5400 S. 60th Street, Greendale, Wisconsin 53129, hereinafter referred to as Provider. This contract is to be effective for the period January 1, 2016 through December 31, 2016.

The Provider employee responsible for day-to-day administration of this contract will be Kara Grennier, whose business address is 5400 S. 60th Street, Greendale, Wisconsin 53129, telephone number (414)847-4146, e-mail address kara.grennier@goodwillsew.com. In the event that the administrator is unable to administer this contract, Provider will contact Purchaser and designate a new administrator.

The Purchaser employee responsible for day-to-day administration of this contract will be Mary Perman, (262) 638-6650, e-mail Mary.Perman@goracine.org, whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403. In the event that the administrator is unable to administer this contract, Purchaser will contact Provider and designate a new administrator.

This contract becomes null and void if the time between the Purchaser's authorized signature and the Provider's authorized signature exceeds sixty days.

(signed) Charles Stodler
PROVIDER'S AUTHORIZED REPRESENTATIVE
12/4/15
DATE

(signed) Janeth Deloach
COUNTY EXECUTIVE
12-18-15
DATE

(signed) Stacy M. Christensen
COUNTY CLERK
12/18/15
DATE

(signed) _____
COUNTY BOARD CHAIRPERSON
DATE

(Two Purchasers' signatures required for fully executed agreement.)

CERTIFIED TO BE CORRECT AS TO FORM

REVIEWED BY FINANCE DIRECTOR

By [Signature]
Racine County Corporation Counsel
12.16.15
Date

Alexander Tellmann
Signature
12/15/15
Date

This agreement (including the Exhibits) and the Racine County Human Services *Contract Administration Manual* (revised August 2006), which is incorporated herein by references as if set forth in full, constitute the entire agreement of the parties and supersedes any prior understandings, agreements, or contracts in regard to the subject matter contained herein. This agreement may be amended in accordance with the Racine County *Contract Administration Manual*.

I. CERTIFICATION OF SERVICES

- A. Provider agrees to meet the program standards as expressed by State, Federal and County laws, rules, and regulations applicable to the services covered by this agreement. If the Provider obtains services for any part of this Agreement from another subcontractor, the Provider remains responsible for fulfillment of the terms and conditions of the contract. Provider shall give prior written notification of such subcontractor to the Purchaser for approval.
- B. Provider agrees to notify Purchaser immediately whenever it is unable to comply with the applicable State, Federal and County laws, rules and regulations. Non-compliance will result in termination of Purchaser's obligation to purchase those services.
- C. Provider agrees to comply with all applicable state certification and licensing requirements as well as state, local and municipal zoning laws and ordinances when applicable. The contract agency must provide copies of the current license certification and transmittal letter from the Department of Health and Family Services.
- D. The authorized official signing for the Provider certifies to the best of his or her knowledge and belief that the Provider defined as the primary participant in accordance with 45 CFR Part 76, and its principles:
 - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
 - 2. Have not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
 - 3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - 4. Have not within a 3-year period preceding this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be included with the signed contract.

The Provider agrees that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, In-eligibility, and Voluntary Exclusion-Lower Tier Covered Transaction." Appendix B to 45 CFR Part 76 in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors) and in all solicitations for lower tier covered transactions.

- E. Provider agrees to follow the requirements of Administrative Code HFS 12, and Wisconsin Statute 48.685 and 50.065 regarding Caregiver Background Checks. Provider agrees to cooperate with Purchaser to implement Caregiver Background Checks, if Provider is licensed

by, or certified by Purchaser. If Provider is licensed by, or certified by, the State of Wisconsin, and is required by ss 48.685 and 50.685 to perform Caregiver Background Checks, Provider will maintain the appropriate records showing compliance with the law and the Administrative Code HFS 12.

- F. Provider agrees to cooperate in site reviews and to take such action as prescribed by the Purchaser to correct any identified noncompliance with Federal, State and County laws, rules, and regulations.

II. RECORDS

- A. Provider shall maintain records as required by State and Federal laws, rules and regulations.
- B. Provider shall assist the Purchaser in meeting any obligations under the Public Records Law.
- C. Provider shall maintain all employment records.

III. FISCAL RESPONSIBILITIES

- A. Charge no more than 10% for management and general expenses as defined in proposal application. The 10% costs can be computed on program expenses only.
- B. Provider agrees to adhere to the guidelines of the DHS or DCF *Allowable Cost Policies Manual*, Office of Management and Budget Circular A122 or A102, and the fiscal requirements of the *Contract Administration Manual*, Racine County Human Services Department.
- C. In accordance with s.s.46.036 and the purchase of professional services, there is no need for a formal audit. However, in the event that any costs appear to be inconsistent with industry norms, the purchaser reserves the right to request documentation of billed expenses and conduct an Audit Review.
- D. Upon completion of the audit review by Purchaser, if Provider received funds in excess of actual allowable costs or actual unit costs, or if Purchaser has identified disallowed costs, Provider shall refund excess monies to Purchaser. If Provider fails to return funds paid in excess, Purchaser shall recover the money from subsequent payments made to Provider or Purchaser can use any other remedy provided by law.
- E. Maintain a uniform double entry accounting system and a management information system compatible with cost accounting and control systems. (See DHS or DCF *Allowable Costs Policy Manual*.)
- F. If the Provider requests an advance payment in excess of \$10,000.00, the Provider agrees to supply a surety bond per s. 46.036(3)(f) Wis. Stats. The surety bond must be an amount equal to the amount of the advance payment Provider has requested.
- G. Provider will be responsible for payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes related to the staff.

IV. INDEMNITY AND INSURANCE

- A. To the fullest extent permitted by law, the Provider agrees to indemnify and hold harmless the Purchaser, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage (including attorney's fees), which arise out

of or are connected with the services hereunder, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission or other fault of the Provider or any subcontractor of the Provider, or any officer, employee or agent of the subcontractor of the Provider, or any other person for whom Provider is responsible. The Provider shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to bear all other costs and expenses related thereto, including court costs and attorneys' fees. The Provider's indemnification obligation shall not be construed to extend to any injury, loss, or damage that is caused by the act, omission, or other fault of the Purchaser. Provider shall immediately notify Purchaser of any injury or death of any person or property damage on Purchaser's premises or any legal action taken against Provider as a result of any said injury or damage.

- B. Provider shall at all times during the terms of this Contract keep in force a liability insurance policy issued by a company authorized to do business in Wisconsin and licensed by the Wisconsin Insurance Department in an amount deemed acceptable by Purchaser. Upon the execution of this Contract and at any other time if requested by Purchaser, Provider shall furnish Purchaser with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against Purchaser upon any matter herein indemnified against, Purchaser shall, within five working days, cause notice in writing thereof to be given to Provider by certified mail, addressed to its post office address.
- C. The Provider shall maintain at its own expense and provide Purchaser with Certificates of Insurance that provide the following coverage:
1. Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.
 2. Maintain general liability coverage including personal injury and property damage against any claim (s), which might occur in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for each occurrence for bodily injury and property damage including product liability and completed operations and three million dollars (\$3,000,000) in the aggregate. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) for each occurrence combined single limit for automobile liability and property damage and three million dollars (\$3,000,000) in the aggregate.
- D. Racine County, and its officers and employees shall be named as additional insureds on Provider's general liability insurance policy for actions and/or omissions performed pursuant to this contract. All coverage enumerated above must be placed with an insurance carrier with an AM Best Rating of A-VIII or greater. Purchaser shall receive a 30-day notice of cancellation of any policy. A copy of Certificate of Insurance and the referenced policies shall be mailed to Purchaser within 60 days of the beginning of this contract.

V. PAYMENT FOR SERVICES

- A. Provider shall submit all bills (reflecting net payment due) and the Contract Information for Agencies cover sheet by the 10th day following the close of the month. Billings received by the 10th day shall be reimbursed within 15 business days.
- B. All 2016 Provider billings must be received by the Purchaser on or before January 20, 2017, or in the case of termination of contract during the contract period, 20 days after effective date of termination.

C. Purchaser shall not be held financially liable for any payment for service received from Provider if the billing for such service is received 90 days or more from the date of the service provided to the respective client.

D. Method of payment shall be the following:

Reimbursement of Actual Expenses

Provider shall bill Purchaser monthly on the appropriate line of the Purchaser's Contract Information for Agencies Form (CIA). Provider shall be reimbursed for actual program expenses reported on the CIA Form. Provider shall maintain financial statements or other documentation of total program expenses submitted for payment. Actual expenses cannot exceed the total amount specified in the contract without renegotiation.

VI. CIVIL RIGHTS COMPLIANCE PLAN

A. The Provider agrees to submit to the Purchaser a Civil Rights Compliance Letter of Assurance (CRC LOA). A current copy of the Subrecipient Civil Rights Compliance Action plan for Meeting Equal Opportunity Requirements under Title VI and VII of the Civil Rights Act of 1964, Section 503 and 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Health Act, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, the Omnibus Budget Reconciliation Act of 1981, the Americans with Disabilities Act (ADA) of 1990, and the Wisconsin Fair Employment Act is also required if Provider employs 50 or more employees and receives \$50,000 or more in funding. The Provider shall attach its CRC LOA and individual CRC Action Plan as part of this contract. Affirmative Action plans are required from vendors which receive \$50,000 or more in state money and have 50 or more employees as of the award date of the contract.

B. In accordance with the terms of the contract, Provider agrees to comply with the Affirmative Action/Civil Rights Compliance incorporated in Section Three (III) of the Racine County Human Services Department *Contract Administration Manual*.

C. The Purchaser will take constructive steps to ensure compliance of the Provider with the provisions of the subsection. The Provider agrees to comply with Civil Rights monitoring reviews performed by the Purchaser, including the examination of records and relevant files maintained by the Provider. The Provider further agrees to cooperate with the Purchaser in developing, implementing, and monitoring corrective action plans that result from any reviews.

VII. GENERAL CONDITIONS

A. This Contract is contingent upon authorization of Wisconsin and United States Law and any material amendment or repeal of the same affecting relevant funding or authority of the Department shall serve to terminate this Agreement, except as further agreed to by the parties hereto.

B. It is agreed that the parties' obligations hereunder are conditional upon securing the approval of the necessary State authorities of this purchase Contract. It is further agreed that, in the event the State reimbursement which is contemplated under this Contract is not obtained and/or continued at a level sufficient to allow for the purchase of the indicated quantity of purchased services, the contracted obligations of each party shall be terminated, without prejudice to any obligations or liabilities of either party.

C. The provider shall complete criminal background checks on required staff prior to starting work for the County. The provider shall confirm in writing to the County's requesting Division Manager that they have successfully conducted the background checks prior to the commencement of work and that the provider will not use any staff for which background checks have revealed

factors that make them unsuitable for the activity to be undertaken for the County. This includes replacement staff. All records received as a result of the background checks are to be retained by the Provider for the duration of the staff's assignment at the County.

The County reserves the right to request the results of the background checks and/or to do additional background checks on their own.

The County reserves the right to require immediate removal of any Provider employee from County service it deems unfit for service for ANY reason not contrary to law. This right is non-negotiable and the Provider agrees to this condition by accepting this Contract.

- D. All contracted employees must successfully complete drug screening, driver's license checks and reference checks. Driver's license checks will be performed once a year for staff that drive or transport as part of their normal course of job duties.
- E. Provider is responsible for recruitment of all staff. Racine County may request applications, resumes and interviews. The County reserves the right to reject any contract staff if, at the County's discretion, the person's skill level does not meet the job qualifications.
- F. All contracted staff shall be required to follow Racine County Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- G. Provider agrees to use reasonable efforts to ensure the continuity of staff assigned to perform services under this contract. In the case of provider employee absence due to planned vacation, training or other reasons, Provider will make every effort to provide support if requested by County.
- H. All staff shall be employed by the Provider. The Provider shall be responsible for the payment of all wages, all payroll taxes, worker's compensation, social security, federal and state unemployment insurance, and any and all other federal and state taxes relating to the staff furnished under this agreement. The Provider shall also comply with all other laws related to employees, such as wage and hour laws, safety and health requirements, and any and all other employer requirements.
- I. The County will **not** be considered a joint employer of the Provider's employees under this contract. Furthermore, the County will not be liable, either jointly or severally, for violations of the Fair Labor Standards Act (FLSA). Specifically, the Provider shall:
 - 1. Determine the FLSA Status (exempt or non-exempt) status of their employees.
 - 2. Keep track of the total hours its employees actually work, for all employees, in each work week.
 - 3. Compute and pay its employee's worker's wages, including overtime benefits.
 - 4. Maintain FLSA required records for its workers.
 - 5. Serve as the employer for the purposes of family medical leave and all other applicable employment laws.
- J. Travel with personal vehicles may be required for some positions. Provider shall reimburse contracted staff for mileage in personal vehicles at the prevailing federal reimbursement rate that is in affect during the time of travel. The staff is responsible for any and all parking costs.
- K. Provider shall be responsible for all performance evaluations and discipline.
- L. Purchaser may investigate any complaint received concerning the operation and services purchased including review of clinical service records and administrative records subject to restrictions by law. This may include contacting clients both past and current as required.

- M. Purchaser shall be notified in writing of all complaints filed in writing against the Provider. Purchaser shall inform the Provider in writing with the understanding of the resolution of the complaint.
- N. Nothing contained in this Agreement shall be construed to supersede the lawful power or duties of either party.
- O. Either party may terminate this agreement by giving written notice of intent to terminate at least thirty (30) days prior to the date of termination.
- P. Renegotiation or termination of this contract shall be determined by procedures outlined in the Racine County *Contract Administration Manual* and Chapter 68, Wis. Stats.

VIII. RESOLUTION OF DISPUTES

The Provider may appeal decisions of the Purchaser in accordance with Racine County Human Services Department *Contract Administration Manual* and Chapter 68, Statutes.

IX. HEALTH INSURANCE AND ACCOUNTABILITY ACT OF 1996 "HIPAA" APPLICABILITY

- A. The Provider agrees to comply with the federal regulations implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to the extent those regulations apply to the services the Provider provides or purchases with funds provided under this contract.
- B. If during the contract term (Purchaser) determines that a business associate relationship exists between the parties as defined by HIPAA the (Purchaser) and (Provider) mutually agree to modify the Agreement to incorporate the terms of a Business Associate Agreement, as defined by HIPAA, to comply with the requirements HIPAA and of HIPAA's implementing regulations, Title 45, Parts 160 and 164 of the Code of Federal Regulations ("Privacy Rule"), dealing with the confidentiality of health or health-related information, and Title 45, Part 142 of the Code of Federal Regulations ("Security Rule"), dealing with the standards for the security of individual health information that is electronically maintained or transmitted, and Title 45, Part 162 of the Code of Federal Regulations ("Transaction Rule") dealing with standards for electronic transactions.

XII. COST AND SERVICES TO BE PROVIDED

- A. Provider and Purchaser understand and agree that the eligibility of individuals to receive the services purchased under this agreement will be determined by the Purchaser.
- B. Purchaser agrees to pay Provider for the actual services which are described in Exhibit A and which are rendered by Provider and authorized by Purchaser at the contracted amount.
- C. The total amount to be paid to Provider by Purchaser for programs and services as specified in this section will not exceed the total contracted dollar amount.

Account #	Program	Total	Funding Source	Units	Unit Rate	Method of Payment
1521401	NUTRITION PROGRAM STAFF					
1521402	staff costs, mileage and administration	\$ 154,539				
	Total Program:					
ADRC Staff						
1521605	Elderly Benefit Specialist staff costs, mileage and administration	\$ 56,803				
1521980	staff costs, mileage and administration	\$ 316,110	III B/III E/ III D / AFCSP	N/A	N/A	Actuals
1521980	staff costs, mileage and administration					
1523980	staff costs, mileage and administration	\$ 902,285	ADRC	N/A	N/A	Actuals
1523980	Travel costs reimbursed at Federal rates			N/A	N/A	Actuals
	Total Program:	\$ 1,275,198				
CHILDREN FIRST JOB DEVELOPER						
1545108	staff costs, mileage and administration	\$ 59,849				
	Total Program:	\$ 59,849				
CHILDREN FIRST CASE MANAGER						
1545604	staff costs, mileage and administration	\$ 68,892				
	Total Program:	\$ 68,892				
CHILD CARE ADMINISTRATIVE ASSISTANT						
1551990	staff costs, mileage and administration	\$ 48,388				
	Total Program:	\$ 48,388				
TYPIST						
1553990	staff costs, mileage and administration	\$ 49,448		N/A	N/A	Actuals
	Total Program:	\$ 49,448				
SOCIAL WORKERS - RIDGEWOOD CARE CENTER						
50140.6320	staff costs, mileage and administration	\$ 268,724				
	Total Program:	\$ 268,724				
ACCOUNT CLERK III - RIDGEWOOD CARE CENTER						
50310.6320	staff costs, mileage and administration	\$ 57,343				
	Total Program:	\$ 57,343				

Approved by HSD Fiscal Mgr. 

PROGRAM DESCRIPTION

Nutrition Program Staff

Vendor shall provide contracted staff and payroll services for the following positions:

The Provider will provide staff for the Nutrition Program located at the Ridgewood Care Center. The staff will comply with all guidelines for Nutrition Program Operations outlined in the Manual of Policies, Procedures and Technical Assistance for the Wisconsin Aging Network published by the Department of Health and Family Services Bureau of Aging and Disability Resources.

Requirements:

1. Referrals to the program will be assessed within 40 days of receipt of the referral.
2. A client satisfaction survey will be distributed to program participants and/or their caregivers (random sampling) during the program year.
3. Clients served during the length of the contract should be older adults (60+) and who are disabled with the greatest social and economic need.
4. Staff will ensure timely and accurate data entry into SAMS database as required by OAA.
5. Program will be in compliance with all guidelines for Nutrition Program Operations outlined in the Manual of Policies, Procedures and Technical Assistance for the Wisconsin Aging Network published by the Department of Health and Family Services Bureau of Aging and Disability Resources.
6. The OAA reports to the County Aging Director will be provided as requested.

The amount of in-kind match or program income will be reported quarterly to the Aging Director

The following positions will be staffed by the provider:

- One (1) FTE Nutrition Director
- One (1) FTE Volunteer Coordinator

All positions and job descriptions will be approved by the Human Services Department.

PROGRAM DESCRIPTION

Aging and Disability Resource Center Staff

Vendor shall provide contracted staff and payrolling services for the following positions:

The Provider will provide staff for the Aging and Disability Resource Center located at the Racine County Ives Grove building. A primary emphasis of these services will be outreach, information and assistance for seniors and individuals with physical and developmental disabilities residing in Racine County.

The following positions will be staffed by the provider:

One (1) FTE Assistant ADRC Director

One (1) FTE Elderly Benefit Specialist

Sixteen (16) FTE Social Worker/Case Manager positions to include Outreach Specialist, Information and Assistance Specialist, Caregiver Support Specialists.

All positions and job descriptions will be approved by the Human Services Department.

PROGRAM DESCRIPTION

Children First Job Developer

Vendor shall provide contracted staff and payroll services for the following positions:

The Provider will employ 1 F.T.E job developer who will work with the WDC's Specialized Employment Support and Business Services Teams for Children First Program. The team member will report to the designated team leader(s) of the functional team.

The Provider's staff will be responsible for providing employment and training services for a variety of customers eligible for Children First Services. The staff will be responsible for providing services necessary to meet program, agency, state and federal guidelines.

The aim of the program is to have noncustodial parents make child support payments on a timely basis and to maintain his or her employment.

Program goals: The goals of the program are to provide employment related activities and training to assist non-custodial parents to obtain employment and succeed in the workforce. Non-custodial parents will be given access and input into all programs and services needed to obtain stable and better-paying jobs, pay child support on a consistent basis, and through training and advocacy to become an integral part of their child(s) lives.

Program services: The program will provide basic services to assist eligible participants in achieving economic self-sufficiency. Services provided by the Job Developer include some or all of the following:

- Develop and maintain employer relations to assist program participants in securing work experience or permanent job placements.
- Provide weekly and monthly follow up with the employer and program participant during the length of the work experience, temporary/permanent placement, or OJT, DW OJT to address concerns/or issues if they arise, and to maximize the potential for a successful outcome.
- Document business relationships in Salesforce (Customer Relationship Management software) data base within 24 hours of contact to maintain current and historical knowledge of business contacts, activities and service usage.
- Maintain active non-profit and for profit business accounts by engaging regularly by phone and in-person, marketing work experience , On the Job Training (OJT)contract, Dislocated Worker OJT contracts and other incentive opportunities for program participants. Program participants are eligible to receive.
- Refer program participants to other Center and community services as needed to assist program participants with meeting program outcomes.
- Maintain accurate follow up and accumulative documentation and provide required reports to the HSD Manager and supervisor.
- Develop opportunities and respond to requests for presentations to market the program.
- Plan and participate in a variety of local office activities to improve understanding of the Children First Program.
- Create and contribute to communications.
- Facilitate workshops, train, and guide individuals in job-seeking skills, self-image and attitude
- Facilitate job exploration by arranging tours, informational interviews or job shadowing opportunities with employers matched to individuals' vocational interest.
- Document records of job-seeking and job placement activities on a timely basis in CARES.

PROGRAM DESCRIPTION

Children First Program Case Manager

Vendor shall provide contracted staff and payroll services for the following positions:

The Provider will employ 1 F.T.E. case manager/facilitator to work with the WDC's Specialized Employment Support and Business Services Teams for Children First Program. The team member will report to the designated team leader of the functional team.

The Provider's staff will be responsible for providing case management and employment and training services for a variety of customers eligible for Children First Services. The staff will be responsible for providing services necessary to meet program, agency, state and federal guidelines.

The aim of the program is to have noncustodial parents make child support payments on a timely basis and to maintain his or her employment.

Program goals: The goals of the program are to provide employment related activities and training to assist non-custodial parents to obtain employment and succeed in the workforce. Non-custodial parents will be given access and input into all programs and services needed to obtain stable and better-paying jobs, pay child support on a consistent basis, and through training and advocacy to become an integral part of their child(s) lives.

Program services: The program will provide basic services to assist eligible participants in achieving economic self-sufficiency. Services may include some or all of the following: orientation, individual employment plan, assessment, counseling, job search assistance, work experience placement, job placement, fatherhood training, referrals, other barrier-reducing services, and job retention and follow-up services.

Sequencing of components: The type and amount of services is determined on a case-by-case basis and is determined after an assessment is completed.

- All referrals will participate in a one-hour orientation session. The following topics will be covered during the orientation: review and complete the Rights and Responsibilities form, including obtaining the signature of the NCP and case manager.
- Assign each NCP to complete the 20 hour Ultimate Employee Workshop (UEW) series. The following topics will be covered during the series: communication skills for the workplace, networking, resume development, mock and motivational interviewing, basic economics, job search methods, and introduction to National Career Readiness Certification, followed by weekly job club meetings.
- Upon completion of the UEW participants will participate in one or more of the placement tracks outlined below not to exceed 32 hours of activity per week for non-paid work activities.

Work Experience: Participants with little or no work experience will be referred to a work experience host site to complete one month, 20 hours a week of unpaid work experience with a non-profit organization.

Job Search activities: Participants shall submit a required number of job applications weekly, attend appropriate job ready workshops or job networking groups, or attend educational programming to obtain GED/HSED, credential or the National Career Readiness Certification.

Job Ready participants: Job ready participants with extensive work experience and minimal barriers to employment shall be referred to Express Professionals to secure temporary or permanent job placement. The WDC has a long standing successful placement relationship with Express through the Transitional Jobs, Summer Youth and Wisconsin Workers Win programs. Program participants may be referred to other placement organizations as well.

- Appropriate candidates will be referred to the Focus on Fathers Program. This is a fast-track program designed to teach the essential roles and responsibilities of fatherhood, domestic violence prevention and infant mortality. This is a four a week, six week program.

Other responsibilities and duties include, but are not limited to:

- Conduct an orientation for the Children First program for non- custodial parents referred by Child Support office or Family Court. Orientation is to provide an overview of program details and participant expectations.
- Meet with participants, review intake information and conduct intake interview to determine appropriate activities.
- Schedule participant appointments so that participants' activities are reviewed, monitored, and recorded on a regular basis.
- Assess participant for job readiness, education/training needs, potential exemption (which would include determining if participant has any barriers) and the need for supportive services.
- Refer participants to other services in the Workforce Development Center and in the community.
- Develop Individual Employment Plans to reflect employment, employment search, training, and supportive services provided to participants. Modify Employment Plans as needed.
- Coordinate and assure access to appropriate supportive services.
- Monitor compliance with the program and report back to Child Support office or Family Court. Monitoring includes checking weekly attendance for compliance and checking to see if participants are making support payments.
- Preparing Court reports indicating the success or failure of participants in the program and forwarding reports to the Court before the participant is scheduled to attend their next court hearing.
- Document participant's activities and compliance/non-compliance in the Child First program in the KIDS system.
- Record job attainments in the CARES system.
- Prepare and send a report to Supervisor monthly. Report should include numbers of referrals received from Child Support/Family Court, number of participants enrolled during the month, number of participants who obtained employment, average hourly wage and amount of child support paid by participants for that month. Report may also include stats for educational attainments and referrals to Focus on Fathers program.
- Provide weekly and monthly follow up with the employer and program participant during the length of the work experience, temporary/permanent placement, or OJT, DW OJT to address concerns/or issues if they arise, and to maximize the potential for a successful outcome.
- Document business relationships in Salesforce (Customer Relationship Management software) data base within 24 hours of contact to maintain current and historical knowledge of business contacts, activities and service usage.
- Refer program participants to other Center and community services as needed to assist program participants with meeting program outcomes.
- Maintain accurate follow up and accumulative documentation and provide required reports to the HSD/WDC Managers and supervisor.
- Develop opportunities and respond to requests for presentations to market the program.

- Plan and participate in a variety of local office activities to improve understanding of the Children First Program.
- Create and contribute to communications.
- Facilitate workshops, train, and guide individuals in job-seeking skills, self-image and attitude

PROGRAM DESCRIPTION

Child Care Administrative Assistant

Provider will employ 1.0 F.T.E. Child Care Administrative Assistant to perform administrative support duties along with general support for the Economic Support, Work Programs, and Child Care Administrative functional areas of the Human Services Department and Workforce Development Center.

Essential Duties

1. Scan documents into State of Wisconsin Department of Health Services electronic files.
2. Maintain, document and monitor customer records by entering and/or querying information in CARES and KIDS systems.
3. Respond to inquiries from customers and child care providers regarding authorized services and payment information.
4. Enter provider attendance in the CCPI (Child Care Provider Information) system.
5. Refer cases for investigation when fraudulent activity is suspected.
6. Prepare and mail correspondence to customers.
7. Complete transportation entries for customers authorized for transportation by the case manager.
8. Review attendance records of child care providers against the hours submitted by the child care provider to Wisconsin Shares Subsidy Program.
9. Assist with child care overpayments or special actions as warranted.
10. Provide clerical support to team members and team leader as deemed necessary.

PROGRAM DESCRIPTION

Typist

Vendor will provide 1 FTE Typist to provide transcription services for the Workforce Development Center and Human Services Department according to the following position description.

Basic Function

To transcribe dictation, type and perform other clerical duties for the Human Services Department/Behavioral Health Services.

Essential Duties

1. Operate word processing programs.
2. Transcribe dictation and written documentation including court reports, letters, memos, narratives and miscellaneous forms.
3. Store, retrieve and update documents.
4. Meet court deadlines.
5. Create pattern letters and forms.

Qualifications

- High School Diploma or GED
- Passing score on OPAC's Language Arts, Transcription and Alphabetic Filing tests
- Type 50 net w.p.m. with 95% accuracy
- Experience in transcribing
- Prompt and regular attendance

Knowledge, Skills & Abilities

- Working knowledge of Microsoft Word or comparable word processing application
- Excellent grammar and spelling skills
- Knowledge of medical terminology
- Ability to work independently and be a team worker
- Ability to deal with sensitive and highly confidential information
- Ability to type under pressure to meet a designated deadline
- Skill in organizing and prioritizing work

PROGRAM DESCRIPTION

Social Workers – Ridgewood Care Center

Vendor shall provide contracted staff and payroll services for the following positions:

Vendor will provide 4 FTE social worker positions to the Ridgewood Care Center to work Monday through Friday. Each social worker will have an approximate caseload of fifty (50) residents.

Vendor employees are entrusted with the health and welfare of residents of Ridgewood Care center. Any negligent act or omission on the part of vendor or its employees which meets the criteria of resident abuse or neglect as outlined in HSS 132 (or as amended) shall be grounds for immediate termination of this contract. Vendor staff based at Ridgewood work within the guidelines set forth by appropriate State and Federal Statutes and laws.

Vendor shall not assign staff to Ridgewood Care Center who has a permanent bar (except if rehabilitated under State regulations). Vendor is responsible for compliance with caregiver in conducting background and criminal history checks every four (4) years on any employee assigned to Ridgewood and providing evidence of such. Vendor is responsible for maintaining records on file. Ridgewood Care Center may refuse to contract with a person who has been convicted of a crime that is substantially related to the care of a client.

If Racine County, its employees and agents have probable cause to believe that an employee of vendor has taken, carried away, or concealed property belonging to Racine County or residents of Ridgewood Care Center with the intent of permanently dispossessing of it, owner and/or resident of Ridgewood Care Center of such property may detain the person in a reasonable manner for a reasonable length of time to deliver the person to proper authorities.

If at any time during the term of this contract, Racine County is reasonably certain that employees of vendor have taken away or carried away or concealed property belonging to Racine County and/or residents of Ridgewood Care Center with the intent to permanently dispossess of it, Racine County and/or resident of Ridgewood Care Center of such property; Racine County reserves the right to immediately terminate the contract with vendor with the understanding that vendor will be compensated on a prorated basis for the number of work days completed for that month, up to and including the day of termination of the contract

Vendor agrees to indemnify Racine County and/or resident of Ridgewood Care Center for the value of any property for which it is established that such property was stolen by an employee of vendor.

BASIC FUNCTION:

To provide a full range of casework services to the residents at Ridgewood Care Center involving the application of professional skills in obtaining information, counseling residents and family members, advocating on behalf of residents, and assisting them in utilizing all available resources. Services are provided within the framework of the Wisconsin State Statutes, HSS 132 and Federal Nursing Home Survey and Certification Enforcement Regulations.

DUTIES AND RESPONSIBILITIES:

Perform admission assessments at hospital, home or other nursing homes of prospective residents. Explain services of nursing home to prospective residents and families.

Gather information and develop social histories for all residents on caseload

Participate in interdisciplinary staffing and resident assessments. Establish a plan of care and provide regular updates as required by regulations.

Plan with supervisor for individual or group social services appropriate to the residents' needs.

Provide discharge-planning services with appropriate referrals to community resources.

Act as liaison/advocate for resident between Ridgewood, County agencies, community providers, court systems, etc.

Investigate resident complaints and involve administration as necessary

Obtain personal care items at resident request; assist residents with budgeting, money management, etc.

Provide assistance to residents and families in Medical Assistance reviews; complete reviews in the absence of a family or guardian.

Plan and assist residents in participating in Residents' Council.

Conduct facility tours for prospective residents and/or families.

Perform other related duties as assigned.

SUPERVISION RECEIVED:

Receives supervision from the Director of Nursing.

QUALIFICATIONS:

Bachelor or Master's Degree in Social Work, Sociology, or Psychology, or certified by the State of Wisconsin as a Social Worker.

Ability to express self appropriately and effectively in written form.

Vendor employees assigned to Ridgewood facility shall have been to training in compliance with OSHA's Blood Borne Pathogen and potentially infectious body fluids handling standards and regulations.

Vendor employees assigned to Ridgewood shall provide a negative Mantoux TB test, or if a previously positive Mantoux, a negative chest X-ray.

Pre-employment Mantoux must be done before starting work at Ridgewood. Results from up to 30 days prior to employment will be accepted.

Annual Mantoux testing is required of all previous employees testing negative.

Vendor will assure continuity and quality of social services as outlined in Federal and State regulations governing nursing homes.

Vendor will hold Racine County harmless for any State or federally imposed fines or other financial forfeitures imposed upon Racine County as a result of negligence or non-performance of vendor's staff.

Additional pre-employment tests and annual background checks may be required during the course of this contract if nursing home regulations change.

PROGRAM DESCRIPTION

1 FTE Account Clerk III – Ridgewood Care Center

Vendor shall provide contracted staff and payroll services for the following positions

BASIC FUNCTION:

To be responsible for and perform varied and difficult financial transactions involving resident accounts, which requires individual initiative and judgment based on the knowledge of policies and procedures pertaining to Ridgewood Care Center Business Office and applicable State/Federal guidelines.

ESSENTIAL DUTIES:

1. Assist in maintaining a financial billing system and all accounts receivable balances.
2. Review accuracy and completeness of accounts receivable sub-ledger and monitor timeliness of data and accuracy of billing system. Operate all functions on the billing system utilized by Ridgewood.
3. Assist in maintenance of accounts receivable software data on the billing and account receivable system.
4. Analyze patient accounts on a monthly basis to determine proper collection procedures.
5. Maintain and verify patient benefits, including, but not limited to, Medicaid eligibility. Monitor Medicaid applications and notify Accountant Supervisor when delinquent.
6. Monitor payment remittances, research denied payments and appropriately resubmit claims in a timely manner.
7. Remain current with Medicare and Medicaid reimbursement policies.
8. Perform cash management, enter cash receipts on the accounts receivable sub-ledger, edit and reconcile the day's postings.
9. Contact and effectively and appropriately communicate with residents, family members, responsible parties, attorneys and other governmental/non-governmental agencies.
10. Review and update all facility charges on a monthly basis.
11. Maintain and reconcile facility census records.
12. Compile statistical reports for management as requested.
13. Other duties as assigned.

NON-ESSENTIAL DUTIES:

Provide backup for account clerk positions for accounts payable when needed.

SUPERVISION RECEIVED:

Receives supervision from the Accountant Supervisor.

QUALIFICATIONS:

- Associate Degree in accounting from an accredited technical school, or high school diploma with three (3) years bookkeeping or accounts receivable experience.
- Proficiency with computers, Microsoft Office, Word, Access and Excel.
- Passing score on OPAC's Vendor Data Entry at 6,200 keystrokes with 95% accuracy.
- Passing score on OPAC's Ten Key test at 6,000 keystrokes per hour with 95% accuracy.
- Passing score on OPAC's Basic Math test.
- Prompt and regular attendance.

KNOWLEDGE SKILLS & ABILITIES:

- Experience with Medicare/Medicaid and private insurance billing procedures preferred. Experience must have been in the past three (3) years.
- Ability to deal with high volume of accounts and public contact on a daily basis including flexibility among tasks.
- Ability to professionally communicate orally and in writing with other employees and general public within the bounds of confidentiality.
- Ability to follow oral and written instructions and work well as part of a team in a group environment.

PHYSICAL QUALIFICATIONS:

- Continuous (67-100% of workday) sitting, use of near vision, and medium intensity fingering, talking and hearing.
- Occasional (1-33% of workday) standing, walking, stooping, kneeling, climbing stairs, bending/twisting, reaching, lifting and carrying objects weighing 1-10 pounds, light to medium pushing/pulling, light handling and light fingering.

WORKING CONDITIONS:

- Continuous (67 – 100% of workday) inside office work.

EQUIPMENT USED:

- Basic office equipment, computer, printer, copy machine and fax machine.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities; nor, is it intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar level of difficulty.

PROGRAM EVALUATION

Nutrition Program Staff

1. 100% of the time, the positions funded through this contract will be filled with effective staff.
2. The Provider, as the employing entity, will support the compliance of RCDKSC, WDC, ADRC and Ridgewood Care Center policies and procedures by their staff.
3. Adhere to all reporting requirements

An Evaluation Outcome Report Racine County HSD Coordinator of Contract Services by 2/1/17.

ADRC Staff

4. 100% of the time, the positions funded through this contract will be filled with effective staff.
5. The Provider, as the employing entity, will support the compliance of RCDKSC, WDC, ADRC and Ridgewood Care Center policies and procedures by their staff.
3. Adhere to all reporting requirements

An Evaluation Outcome Report Racine County HSD Coordinator of Contract Services by 2/1/17.

Children First Program Job Developer

- 800 participants will be served
 - 600 NCPs shall participate in the program as compliant (to include carryovers from previous year)
 - 200 NCPs will secure employment
 - 40 NCPs will obtain their GED/HSED
 - 50 NCPs will obtain their National Career Readiness Certification
 - 200 referrals will be referred back to the Court or Child Support Agency due to non-compliance. Reasons for non-compliance in prior years are as follows: non-show for scheduled orientation session(s), family issues, child care issues, payments made; however, not consistent, and no response by program participant as to the non-compliance status.
1. 6% of the customers must be enrolled in basic education or higher education
 2. 3% of customers must complete a degree/certification.
 3. Monthly reports of program activity will be provided to the HSD and WDC Managers.
 4. The Provider, as the employing entity, will support compliance with RCDKSC and WDC policies and procedures by their staff.
 5. 100% of the time, the positions funded through this contract will be filled with effective staff.
 6. The Provider will adhere to all reporting requirements.

An Evaluation Outcome Report containing program strengths, weaknesses, successes, failures, along with other qualitative and quantitative data must be submitted to the HSD/WDC Managers and Racine County HSD Coordinator of Contract Services and Evaluation by 2/1/17.

Children First Program Case Manager

- 800 participants will be served
- 600 NCPs shall participate in the program as compliant (to include carryovers from previous year)
- 200 NCPs will secure employment
- 40 NCPs will obtain their GED/HSED
- 50 NCPs will obtain their National Career Readiness Certification
- 200 referrals will be referred back to the Court or Child Support Agency due to non-compliance. Reasons for non-compliance in prior years are as follows: non-show for scheduled orientation session(s), family issues,

child care issues, payments made; however, not consistent, and no response by program participant as to the non-compliance status.

1. 6% of the customers must be enrolled in basic education or higher education.
2. 3% of customers must complete a degree/certification.
3. Monthly reports of program activity will be provided to the WDC Manager.
4. The Provider, as the employing entity, will support compliance with RCDKSC and WDC policies and procedures by their staff.
5. 100% of the time, the positions funded through this contract will be filled with effective staff.
6. The Provider will adhere to all reporting requirements.

An Evaluation Outcome Report containing program strengths, weaknesses, successes, failures, along with other qualitative and quantitative data must be submitted to the WDC Manager and Racine County HSD Coordinator of Contract Services and Evaluation by 2/1/17.

Child Care Administrative Assistant

1. 100% of the time, the position funded through this contract will be filled with effective staff.
2. The Provider, as the employing entity, will support the compliance of RCDKSC and WDC policies and procedures by their staff.
3. Adhere to all reporting requirements.

An Evaluation Outcome Report must be submitted to the Economic Support Division Manager and Racine County HSD Coordinator of Contract Services by 2/1/17.

Typist

1. 100% of the time, the positions funded through this contract will be filled with effective staff.
2. The Provider, as the employing entity, will support the compliance of RCDKSC, WDC, ADRC and Ridgewood Care Center policies and procedures by their staff.
3. Adhere to all reporting requirements

An Evaluation Outcome Report Racine County HSD Coordinator of Contract Services by 2/1/17.