

**COUNTY OF RACINE  
FINANCE & HUMAN RESOURCES COMMITTEE**

Supervisor Robert N. Miller, Chairman  
Supervisor Brett Nielsen, Vice Chairman  
Supervisor Q.A. Shakoor, II, Secretary  
Supervisor Janet Bernberg  
Supervisor Mike Dawson

Supervisor Thomas H. Pringle  
Supervisor John A. Wisch  
Kaitlyn Faust, Youth in Governance Representative  
Daniel Rosli, Youth in Governance Representative

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\*\*\* THIS LOCATION IS HANDICAP ACCESSIBLE. If you have other special needs, please contact the Racine County Board Office, 730 Wisconsin Avenue, Racine, Wisconsin 53403 (262) 636-3571, fax (262) 636-3491 or the TTD/RELAY 1-800-947-3529. \*\*\*

NOTICE OF MEETING OF THE

FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **WEDNESDAY MARCH 20, 2019**

TIME: **5:00 P.M.**

PLACE: **IVES GROVE OFFICE COMPLEX  
AUDITORIUM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177**

**AGENDA** –

1. Convene Meeting
2. Chairman Comments – Youth In Governance/Comments
3. Public Comments
4. Approval of Minutes from the February 20, 2019 committee meeting.
5. Transfers
  - a. Human Services – Hope Otto – Creation of 1 FTE Non-Rep – Exempt E020 Administrative Assistant and elimination of .5 FTE Contracted Position, Transfer of \$20,652 from Health Services 2019 Budget to the Veterans Service 2019 Budget and transfer of \$20,370 within the Veterans 2019 Budget -2019 – Resolution – Action Requested: 1<sup>st</sup> Reading at the March 26, 2019 County Board Meeting.
  - b. Victim Witness – Latonia Woods – Acceptance of a National Crime Victim’s Rights Week Community Awareness Projects n the amount of \$5,836.00 and transfer of funds within the Victim Witness 2019 Budget - 2019 – Resolution – Action Requested: 1<sup>st</sup> Reading at the March 26, 2019 County Board Meeting.
6. Closed Session – 5:15 P.M. (Approximately 5 Minutes) - IT IS ANTICIPATED THAT THE FINANCE AND HUMAN RESOURCES COMMITTEE WILL MEET IN A CLOSED SESSION PURSUANT TO SECTION 19.85(1)(g) OF THE WISCONSIN STATE STATUTES TO DISCUSS LEGAL COUNSEL THE FOLLOWING CLAIM AGAINST RACINE COUNTY: 1) ERIK GRABOWSKI.

THE COMMITTEE RESERVES THE RIGHT TO RECONVENE IN REGULAR SESSION TO TAKE POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

7. Regular Session – 5:20 p.m. (Approximate)

8. Communication & Report Referrals from County Board Meeting:

- a. Department of Workforce Development Equal Rights Division Notice of Dismissal: Ameshia Greer.
- b. Jim Hiatt on behalf of himself has filed a claim against Racine County Sheriff’s Office for personal injury.
- c. Erik Grabowski on behalf of himself has filed a claim against Racine County Public Works for property damage.
- d. Attorney Mark J. Leuck on behalf of Sharon & William Mahoney where Racine County is an involuntary plaintiff.

e. Foreclosure items:

Attorney	Lender	Person/Persons	Amt owed Racine
Edward J. Bruner Jr	Mary C. Schroeder	Valerie M. Johnson	\$236.27
Robert M. Piette	Wilmington Savings Fund Society	Raquel Sanchez	\$975.64
William N. Foshag	Nationstar Mortgage LLC	Diego Ramos	\$1,966.92
Jennifer J. Collins	US Bank National Association	Michael E. & Shelley A. Garr	unknown

f. Bankruptcy items:

Type of Action:	Person/Persons
Order of Discharge	Amy Marie Martinez; John Archibald & Michelle Lynn Griner V; Thomas Joseph & Lisa Therese Korabik Sr;
Notice and Motion to Dismiss Unconfirmed Plan	Duane Allen & Alyssa Christine Nagel; Noelle Cassandra Goodwin;
No Proof of Claim Deadline	Bourgeois Antonio & Geri A Washington; Jessica Ann Degroot; Florentino Pastrano Adame, Jr; Isabel Torres; Jennifer Ann Schultz; Emily Alice Bennett; Marilyn Yvette Torres; Kenneth Roger & Mary Laura Schingeck; Raymond Maurice Ellis;
Order Continuing Automatic Stay	Carmen Bieker; Tracy Serra;
Order Dismissing Case	Angela Yvette Harris; Joseph Wayne Sellers Jr; Vanessa L. Kossack;

Chapter 13 Case	Antoniao Joseph & Elizabeth Lillian Alvarado; Erik Joseph & Lilyan Mami Bleichner; Monica Ann Rogall; Jonathan & Kimberly Anne Perez; Juanita Sepulveda Hall; Willis Lon & Irene Catherine Toinal; Richard Alan Madison
Notice and Motion to Dismiss Confirmed Plan	Crystal Luella Freeman;

9. Staff Report – No Action Items.

a) Finance & Human Resources Committee – Next Meeting will be April 10, 2019.

10. Adjournment

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

**Requestor/Originator** Finance & Human Resources Committee

**Committee/Individual Sponsoring:** Finance & Human Resources Committee

**Date of Committee Meeting:** 3/20/2019

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

**Description:** Approval of the minutes from the February 20, 2019 Meeting

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**Action:**  **County Board Supervisors**  
 Approve

Deny

**Youth In Governance**  
 Approve

Deny

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING  
February 20, 2019**

IVES GROVE OFFICE COMPLEX  
PUBLIC WORKS CONFERENCE ROOM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Miller, Supervisors Bernberg, Dawson, Nielsen, Pringle, and Shakoor II. Youth Representative Rosli, County Board Chairman Russell Clark, Chief of Staff MT Boyle, Human Resources Director Karen Galbraith, Sarah Street, Nicole Brooks, Fiscal Manager Gwen Zimmer, Emergency Management Coordinator David Maack, Asst. Corporation Counsel John Serketich, Captain Daniel Adams, Lieutenant Dan Klatt, HSD Fiscal Manager Brian Nelson, Deputy HSD Director Brenda Danculovich, Kristen Kasken CPS, Kim Serpe CPS and Carolyn Engel from Racine County Economic Development Corporation (RCEDC).

Excused: Supervisor Wisch and Youth Representative Faust.

**Agenda Item #1 – Convene Meeting.**

Meeting Called to Order at 5:01pm by Chairman Miller.

**Agenda Item #2 – Youth in Governance/Comments.**

Youth in Governance statement was read by Youth Representative Rosli.

**Agenda Item #3 – Public Comments.**

None.

**Agenda Item #4 – Approval of Minutes from the February 6, 2019 committee meeting.**

**Action:** Approve the minutes from the February 6, 2019 meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #5 – Racine County Economic Development Corporation – Carolyn Engel – Acceptance of the 2018 Matching Grant Program – Action of the Committee Only.**

**Action:** Accept the 2018 Matching Grant Program. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #6 – Racine County Economic Development Corporation – Carolyn Engel – Approval of the 2019 Matching Grant Program agreement – Action of the Committee Only.**

**Action:** Approve the 2019 Matching Grant Program. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #7 – Human Resources – Karen Galbraith – Changes to the Salary Placement upon promotion within the HR Policy Manual – Action of the Committee Only.**

**Action:** Include the same format as outside for internal staff promotions up to the midpoint range. Internal promotions beyond the midpoint range will be approved by the committee. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**The committee asked that the language to be added into the HR Policy Manual be reviewed at the March 6, 2019 committee meeting.**

**Agenda Item #8 – Transfers:**

**a) Sheriff's Office – Sheriff Christopher Schmalig – Acceptance of a State of Wisconsin Department of Justice, Division of Law Enforcement Services 2019 Law Enforcement Drug Trafficking Response Southeast Area Drug Operations Group (SEADOG) Grant in the amount of \$50,000 which is shared between Racine, Kenosha, Walworth, Jefferson and Dodge for the purchase of equipment and transfer \$50,000 within the Sheriff's Metro Drug – State 2019 Budget and authorizing \$10,031 worth of surveillance equipment – 2019 – Resolution – Action Requested: 1st & 2nd Reading at the February 26, 2019 County Board Meeting.**

Action: Accept the transfer and forward as a resolution to the County Board – 2019 – Resolution – 1st & 2nd Reading at the February 26, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**b) Emergency Management – David Maack – Acceptance of a Wisconsin Emergency Management – Homeland Security Program Grant 2019 Flooding Exercise and transfer of funds within the Emergency Management – Grants 2019 Budget -2019 – Resolution – Action Requested: 1st & 2nd Reading at the February 26, 2019 County Board Meeting.**

Action: Accept the transfer and forward as a resolution to the County Board – 2019 – Resolution – 1st Reading at the February 26, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**c) Human Service Department – Hope Otto – Creation of 1 FTE Non-Rep – Non-Exempt N080 Social Worker I position and transfer of \$48,951 within the Human Services Department 2019 Budget – The position will be created March 18, 2019 – 2019 – Resolution – Action Requested: 1st Reading at the February 26, 2019 County Board Meeting.**

Action: Accept the transfer and forward as a resolution to the County Board – 2019 – Resolution – 1st Reading at the February 26, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**Agenda Item #11– Communication & Report Referrals from County Board Meeting:**

Action: Receive and file items a - f. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #12 – Staff Report- No Action Items.**

Next Finance & Human Resources Committee meeting will be on March 6, 2019, if needed or unless canceled. If canceled, next meeting will be on March 20, 2019 at 5:00pm.

**Agenda Item #9 – Closed Session – 5:45 P.M. (Approximately 15 Minutes) - IT IS ANTICIPATED THAT THE FINANCE AND HUMAN RESOURCES COMMITTEE WILL MEET IN A CLOSED SESSION PURSUANT TO SECTION 19.85(1)(g) OF THE WISCONSIN STATE STATUTES TO DISCUSS LEGAL COUNSEL THE FOLLOWING CLAIMS AGAINST RACINE COUNTY: 1) PROGRESSIVE INSURANCE FOR INSURED RITA CARMONA AND 2) WEST BEND FOR INSURED MCHAEAL BISHOP.**

**Action:** Motion to go into closed session pursuant to s. 19.85(1)(g), WI Stats, to discuss with legal counsel the following claims against Racine County: 1) Progressive Insurance for insured Rita Carmona and 2) West Bend for insured Michael Bishop at 5:45pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: Roll Call Vote was taken of the members present: All Ayes No Nays.

**Chairman Miller left the meeting at 5:50pm prior to discussion of West Bend for insured Michael Bishop for the remainder of the meeting. Vice Chairman Nielsen chaired the remainder of the meeting.**

**Agenda Item #10 – Regular Session.**

**Action:** To reconvene into regular session at 5:54pm. **Motion passed.** Moved: Supervisor Pringle. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays.

**Action:** Approval to resolve Progressive Insurance for insured Rita Carmona claim as recommended by Racine County Corp. Counsel up to \$4408.08 – Action Requested: Report at the February 26, 2019 County Board Meeting. **Motion passed.** Moved: Supervisor Pringle. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays

**Action:** Approval to resolve West Bend for insured Michael Bishop claim as recommended by Racine County Corp. Counsel up to \$11566.15 – Action Requested: 1st Reading at the February 26, 2019 County Board Meeting. **Motion passed.** Moved: Supervisor Pringle. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays

**Agenda Item #13 – Adjournment.**

**Action:** Adjourn meeting at 5:58pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Shakoor. Advisory Vote: All Ayes No Nays.

**The committee asked that on future “AMENDED” agendas, please include the stars (\*\*\*) next to the items that were amended in the agenda.**

REQUEST FOR COUNTY BOARD ACTION

YEAR	2019	X	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Human Services Director Hope Otto

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Hope Otto, Brenda Danculavich & Brian Nelson  
 If a person is not in attendance the item may be held over.

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: 3/20/2019 Date of County Board Meeting to be Introduced: 3/26/2019

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:**

Creation of 1 FTE Non Rep - Exempt E020 Administrative Assistant and elimination of .5 FTE Contracted Position , Transfer of \$20,652 from Health Services 2019 Budget to the Veterans Service 2019 Budget and transfer of \$20,370 within the Veterans 2019 Budget

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.**



ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
<b>VETERANS SERVICE OFFICE</b>		<b>2019 Budget Pages 32-5</b>				
TEMPORARY HELP	15500000.416500	25,796	23,083	(20,370)	5,426	2,713
<b>RACINE CO ALTERNATIVES PROGRAM</b>		<b>2019 Budget Pages 33-39</b>				
JAIL ALT. NON-LAPSING	5111608.400000	171,168	171,168	(20,562)	150,606	150,606
<b>TOTAL SOURCES</b>				<b>(40,932)</b>		
<b>VETERANS SERVICE OFFICE</b>		<b>2019 Budget Pages 32-5</b>				
WAGES	15500000.401000	92,837	84,290	27,560	120,397	111,850
WORKER'S COMP	15500000.402210	251	207	74	325	281
SOCIAL SECURITY	15500000.402220	7,102	6,452	2,108	9,210	8,560
RETIREMENT	15500000.402230	7,984	7,364	2,370	10,354	9,734
DISABILITY INSURANCE	15500000.402240	929	827	276	1,205	1,103
GROUP INSURANCE	15500000.402260	23,250	20,828	8,048	31,298	28,876
LIFE INSURANCE	15500000.402270	462	409	137	599	546
PUBLIC LIABILITY	15500000.436000	1,207	1,096	359	1,566	1,455
<b>TOTAL USES</b>				<b>40,932</b>		
				<b>0</b>		

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.  
REASONS

FOR	AGAINST

\*MARCH-20-2019\*

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2019

<b>FTE</b>	<b>POSITION</b>	<b>GRADE</b>	<b>WAGES</b>	<b>FRINGES</b>	<b>CONTRACT</b>	<b>TOTAL</b>
<b>Position created will be effective April 15, 2019</b>						
<b>VETERANS SERVICE OFFICE</b>						
1.000	Administrative Assistant	E020	27,560	13,372	(20,370)	20,562
<u>1.000</u>	<b>Total for HUMAN SERVICES</b>		<u>27,560</u>	<u>13,372</u>	<u>(20,370)</u>	<u>20,562</u>



**Hope M. Otto, Director**

Human Services Department  
1717 Taylor Avenue  
Racine, WI 53403  
Phone: 262-638-6646  
Fax: 262-638-6669  
[racinecounty.com/humanservices](http://racinecounty.com/humanservices)

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TO: Robert N. Miller  
Chairman, Finance and Human Resources Committee

FROM: Hope Otto  
Director, Human Services Department

DATE: March 5, 2019

RE: Request to Convert the 0.5 FTE Veterans Contracted Position to a 1 FTE County Position

The duties and responsibilities of the County Veterans Service Officer (CVSO) position were created under Section 45.80 (5) (a-e) of the Wisconsin Statutes. Racine's CVSO has traditionally assisted veterans and their dependents in applying for State and Federal benefits ranging from home loans to burial allowance. The CVSO has increasingly been advising veterans on a full range of benefits available within and outside of the Veterans Administration.

Racine County has the fourth largest number of veterans in the State with over 13,500 living in this community. In 2018 alone, the office assisted 3,919 veterans in obtaining health care at the VA Center. The number of individuals served has increased yearly and, as word spreads about the good work the office does, call volume has increased dramatically from between 300 and 400 per month in early 2018 to over 800 in January, 2019.

The CVSO office operates with a full-time CVSO and 1.5 Administrative Assistants. With the increased demand, however, this staffing is preventing the CVSO from providing service at the level our veterans deserve. Appointments are being scheduled 3-4 weeks out and insufficient time is available to conduct outreach to vulnerable veterans who are eligible for, but not aware of their entitlements.

We propose to convert the .5 FTE contracted Administrative Assistant position to a full-time, county Administrative Assistant position. This will enable the office to fulfill its responsibilities to veterans by providing assistance with benefit application and resource recommendations and to conduct critical outreach activities. Outreach will be beneficial to veterans and their dependents who are homeless, as well as those residing in nursing homes and assisted living facilities. Further, the CVSO office can provide outreach within schools and local businesses as well as to each of the veterans' service organizations in Racine County. Our goal and mission is to ensure all veterans in Racine County are using the benefits that they have earned.

Hope Otto  
Human Services Director

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2019</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Victim Witness Coordinator Latonia Woods

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

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 Resouces Committee

Date Considered by Committee: 3/20/2019

Date of County Board Meeting to be Introduced: 3/26/2019

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:**

Acceptance of a National Crime Victims' Rights Week Community Awareness Projects in the amount of \$5,836.00 and transfer of funds within the Victim Witness 2019 Budget

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.**



Date: March 8, 2019

To: Finance Committee

From: LaTonia Woods

Regarding: Request to accept grant

The Victim Witness Assistance Program has been awarded \$5836.00 to plan and implement a free community event during National Crime Victims' Rights Week, which is April 7-13, 2019. The goal of the event is to bring awareness of services available to Racine County residents. Examples of some of the community agencies we are planning to collaborate with are: Educator's Credit Union, Women's Resource Center, Sexual Assault Services, law enforcement agencies, insurance agents, etc. There will also be activities for children such as, face painting, book mobile, and bike safety. All participants will receive a goody bag with items such as: bracelets, water bottles, pop sockets, fidget spinners, etc.

This is a 100% reimbursement grant.

**2019 NATIONAL CRIME VICTIMS' RIGHTS WEEK (NCVRW)  
Community Awareness Projects (CAP)  
PROPOSAL APPLICATION**

Email completed application as attachment to [cap@navaa.org](mailto:cap@navaa.org)  
or mail to NCVRW CAP, 5702 Old Sauk Road, Madison, WI 53705.  
All fields are required. Do **not** include additional pages or attachments  
Applications must be **received** no later than 11:59 pm Eastern Time, **Friday, November 2, 2018**  
**Applicants must read and follow the Applicant Guide available at [cap.navaa.org](http://cap.navaa.org)**

**SECTION 1: ORGANIZATIONAL INFORMATION**

Applicant Agency	Racine County Victim Witness Assistance Program		
Mailing Address	730 Wisconsin Avenue		DUNS Number (9 digits - required)
	City: Racine	State: WI	Zip: 53403
	0 3 8 9 8 1 5 1 0		
Name of Contact	Salutation: Ms.	First: LaTonia	Last: Lewis
Tel (xxx-xxx-xxxx): 262 636-3858	Fax (xxx-xxx-xxxx): 262 636-3465	Amount Requested: \$5,836 (Must equal Total Project Cost in Section 3)	
Email	latonia.lewis@da.wi.gov		
Web Site			
Type of Organization (select only one)			
<input type="radio"/> Non-Profit <input checked="" type="radio"/> Public/Governmental Agency <input type="radio"/> Faith-based Organization <input type="radio"/> Tribal Organization <input type="radio"/> Community Coalition/Grassroots Organization <input type="radio"/> Other (describe:):			
Is the agency/organization suspended or barred from receiving federal funding?			<input type="radio"/> Yes <input checked="" type="radio"/> No
Does the agency require internal confidentiality agreements or statements from employees or contractors that <i>prohibit or otherwise restrict</i> employees or contractors from reporting waste, fraud, or abuse?			<input type="radio"/> Yes <input checked="" type="radio"/> No
Has the lead agency or any of the major project partners received previous NCVRW CAP funding?			<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, for which year(s): <input checked="" type="checkbox"/> 2004 <input type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007 <input type="checkbox"/> 2008 <input type="checkbox"/> 2009 <input type="checkbox"/> 2010 <input type="checkbox"/> 2011 <input checked="" type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input type="checkbox"/> 2017 <input type="checkbox"/> 2018			
Briefly describe the applicants' experience providing/advocating crime victims' rights and services. (250 words).			
<p>The Racine County Victim Witness Assistance Program protects the rights of crime victims as written in the Wisconsin State Statutes. Our mission is to ensure crime victims remain informed and as involved in the process as they would like to be. A team of 1 Coordinator, 4 Specialists, and 1 Support Staff provide services to both victims and witnesses. Victims receive notification of hearing dates and times, support in the courtroom, assistance in completing compensation claims with the State, they are also provided the opportunity to speak with prosecutors regarding the case and given referrals to other community resources that may be able to assist them. During hearings where victims have to testify, they are provided a separate waiting area to prevent possible intimidation or harassment from the defendant or their families.</p> <p>We also have a Sensitive Crimes Advocate and a Crisis Response Advocate who is proactive in making contact with felony crime victims within 72 hours of the crime. The Advocates are able to answer questions victims may have regarding the case, make referrals to community agencies, and offer them a one time counseling session which is paid for through the Victims of Crime Act (VOCA) grant. The Crisis Response Advocate is also available to respond to crisis scenes and offer immediate services to crime victims. The Coordinator and Sensitive Crimes Advocate also facilitate a monthly support group for those who have lost a loved one to homicide. They also respond to local banks after a robbery to provide crisis response, information about victims rights and make appropriate referrals to community agencies.</p>			

## SECTION 2: PROJECT DESCRIPTION

Concisely describe how funds will be used to promote or enhance the general public's awareness of rights and services for victims of all types of crimes in conjunction with National Crime Victims' Rights Week. For each specific activity, identify 1) the targeted audience(s), 2) geographic area(s), 3) the specific date(s) when each activity will be implemented, and 4) the estimated attendance at each in-person event. (650 words)

Racine County Victim Witness is planning to host a community awareness event. This event will take place on Saturday, April 13, 2019. We anticipate approximately 250 adults and 300 children will be in attendance for the event. We will partner with other local community agencies who provide services to victims in Racine County. Some of those agencies will include, the Women's Resource Center(domestic violence shelter), Sexual Assault Service, all of the local law enforcement agencies, and the fire department to name a few. Planned activities for the day will include a tour of the Mobile Command Unit, resource tables sponsored by local agencies, self-defense demonstration, bike safety, ID kits for kids, face painting, free giveaways, shred truck to help prevent identity theft, and a prescription drug drop-off. This event will be open to all Racine County residents.

Advertisement for this event will include flyers distributed throughout Racine County, newspaper articles and radio advertisement. We will also utilize the various social media sites for advertisement.

Each attendee will receive a bag with the NCVRW logo and color. The bags will include items such as: bracelets, stress balls, fidget spinners, lanyards, water bottles, pop sockets, and crime prevention material to educate individuals on how to protect themselves from victimization. This information will include brochures on, identity theft, home safety, internet safety, to name a few.



### SECTION 3: FEDERAL FUNDS BUDGET

**Only include items to be federally-funded.** Itemize every allowable budget item below for the activities described in Section 2. Be as detailed as possible, including quantities and unit cost of items as appropriate.

Item Description	Quantity	Unit Cost	Amount <small>(whole dollars only)</small>
1 Cinch Strap Backpack	250	1.70	425
2 Reusable Grocery Tote	250	1.67	418
3 Braclets	1,000	0.01	320
4 Stress Balls	250	1.43	358
5 Fidget Spinners	250	1.93	483
6 Water Bottles	500	1.96	980
7 Lanyards	500	1.37	685
8 Pop Sockets	500	1.24	620
9 Journal Times Advertisement	1	1,078.00	1,078
10 Tables	10	9.50	95
11 Chairs	20	1.75	35
12 Table Clothes	10	1.00	10
13 Brochures	800		329
14			
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28			

<b>TOTAL DIRECT COSTS</b>	
INDIRECT COSTS:      % RATE* <input type="radio"/> Federally approved rate or <input type="radio"/> de minimis rate	
<b>TOTAL PROJECT COSTS</b> (not to exceed \$6,000); enter amount in Section 1	<b>5,836</b>

Use this space for any additional explanations or calculations of federally-funded budget items (150 words).  
 The price for the braclets include printing costs. The brochures will be ordered as a set of four (200 of each brochure) with varying topics.

\* Inclusion of an indirect cost rate certifies that the applicant either 1) has a Federally approved indirect cost rate (successful applicants will be required to submit a copy of a current, signed Federally approved indirect cost agreement) or 2) is eligible and elects to charge a de minimis rate of up to 10 percent. See Applicant Guide.

## SECTION 4. ADDITIONAL PROJECT INFORMATION

a. Describe how the project will use the NCVRW theme, logo and colors (100 words).

The NCVRW theme, logo and colors will be integrated into the event. The information will be printed on the bags and some of items purchased for the event. All items purchased will coordinate with the colors for NCVRW. We will also post NCVRW flyers throughout Racine County.

b. List major project partners and collaborative organizations and each one's contribution to this specific project (do not discuss overall or general support to the agency or community victim services (100 words).

The following agencies will have resource table at the event. The Women's Resource Center who provides services to domestic violence victims, Sexual Assault Service, the local law enforcement agencies will give tours of the Mobile Command Center, have the canine dogs present, representative from a local bank for the shredding project, a local pharmacist to oversee the prescription drop-offs

c. Victim/Survivor Involvement - Describe the involvement of victim/survivors in the project's planning and implementation, including specific population(s) for which activities are targeted (100 words).

Victims/survivors that we have worked with will be invited to planning sessions for the event. We will also suggest to the other collaborating agencies to involve victims/survivors from their specific discipline to participate in the planning sessions.

**CERTIFICATION** The organization's authorized representative must indicate official intent to apply for and, if approved, accept the National Crime Victims' Rights Week Community Awareness Project subgrant award.

LaTonia Lewis  
 Printed Name of Authorized Representative

Victim Witness Coordinator  
 Title

11/2/18  
 Date

Signature of Authorized Representative

**Electronic Signature** – In accordance with federal law, by entering the printed name, title and date and by marking this box with an "X," the Authorized Representative certifies this document to be true, accurate and complete to the same degree as a handwritten signature.