

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

Supervisor Robert N. Miller, Chairman
Supervisor Q.A. Shakoor, II, Vice Chairman
Supervisor Rusty Clark, Secretary
Supervisor Nick Demske
Supervisor Tom Pringle

Supervisor Don Trottier
Supervisor John A. Wisch
Zachary Eifert, Youth in Governance Representative
Madhura Sathyanarayanan, Youth in Governance Representative

*** 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 SEPTEMBER 16, 2020**

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

PLACE: **PURSUANT TO THE RACINE COUNTY EXECUTIVE'S ADMINISTRATIVE ORDER DATED MARCH 26, 2020, THE MEETING WILL BE HELD VIA PHONE CONFERENCING AND NO PERSONAL GATHERING WILL TAKE PLACE.**

**DIAL IN: 414-455-2762
PASSCODE: 858-648-9977**

*****NOTE: THIS AGENDA INCLUDES A CLOSED SESSION NEAR THE END OF THE MEETING. AT THAT TIME, THOSE INVOLVED IN THE DISCUSSION WILL DROP OFF THE GENERAL TELECONFERENCE LINE AND DIAL IN TO A PRIVATE NUMBER FOR THE CLOSED SESSION. THE GENERAL LINE WILL REMAIN ACTIVE, BUT MUTED. AFTER THE CLOSED SESSION IS COMPLETED, THE PARTICIPANTS MAY DIAL BACK IN TO THE GENERAL LINE TO RECONVENE THE REGULAR SESSION OR ADJOURN THE MEETING.*****

AGENDA –

1. Convene Meeting
2. Chairman Comments – Youth In Governance/Comments
3. Public Comments
4. Approval of Minutes from the September 2, 2020 committee meeting.
5. Public Works – Julie Anderson – Correction to Resolution 2020-47 – Title correction - 2020 – Resolution – Action Requested: 1st Reading at the September 22, 2020 County Board Meeting.
6. Transfers
 - a) Emergency Management – David Maack – Acceptance of a HMEP Specialized HazMat Training FFY2020 Grant in the amount of \$10,000 which will be passed through to the South Shore Fire Department Hazmat Team - 2020 – Resolution – Action Requested: 1st Reading at the September 22, 2020 County Board Meeting.

7. Communication & Report Referrals from County Board Meeting:

a. Bankruptcy items:

Type of Action:	Person/Persons
Order of Discharge	Jennifer Lynn Baker; Brian Joseph Urbancic; Justin Anson & Jaclyn Marie Reeves; Juan Frank & Jaclyn Kay Silva;
Motion to Dismiss – Confirmed Plan	Angel Virginia O’Neal; Robert William Steele;
Chapter 13	Joshua Thomas & Samantha Marie Netzinger; Bradly Allen & Denise Michelle Staufenbeil;
Order Dismissing Case	Erick Adam & Stacy Marie Ortiz;
No Proof of Claim Deadline	Ishmell Roger Green;

8. Staff Report – No Action Items.

a) Finance & Human Resources Committee – Next Meeting will be October 7, 2020.

9. Closed Session – 5:15 P.M. (Approximately 20 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 WITH LEGAL COUNSEL THE FOLLOWING CLAIMS AGAINST RACINE COUNTY: 1) PROGRESSIVE INSURANCE ON BEHALF OF ITS INSURED DEBORAH ANDERSON 2) JACQUELINE LARSEN 3) AARON PRAHLOW AND 4) PROGRESSIVE INSURANCE ON BEHALF OF ITS INSURED SARAH HERBST

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

10. Regular Session – 5:35 p.m. (Approximate)

11. Adjournment

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance & Human Resources Committee

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: 9/16/2020

**Signature of Committee Chairperson
/Designee:** _____

Description: Approval of the minutes from the September 2, 2020 Meeting

Action:

County Board Supervisors	
<input type="checkbox"/>	Approve
<input type="checkbox"/>	Deny

Youth In Governance	
<input type="checkbox"/>	Approve
<input type="checkbox"/>	Deny

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING
September 2, 2020

PURSUANT TO THE RACINE COUNTY EXECUTIVE'S
ADMINISTRATIVE ORDER DATED MARCH 26, 2020, THE MEETING
WILL BE HELD VIA PHONE CONFERENCING AND NO PERSONAL
GATHERING WILL TAKE PLACE.

DIAL IN: 414-455-2762
PASSCODE: 858-648-9977

Meeting attended by: Chairman Miller, Supervisors Shakoor II, Demske, Clark, Pringle, Trottier and Wisch, Youth Representative Eifert and Sathyanarayanan, Finance Director Brian Nelson, Human Resources Director Karen Galbraith, County Treasurer Jeff Latus, IT- Deputy Director David Huber, County Clerk Wendy Christensen, and Junior Staff Accountant Kyle Maurer.

Agenda Item #1 – Convene Meeting.

Meeting Called to Order at 5:00pm by Chairman Miller.

Agenda Item #2 – Youth in Governance/Comments.

Youth in Governance statement was read by Youth Representative Eifert.

Agenda Item #3 – Public Comments.

None.

Agenda Item #4 – Approval of Minutes from the August 19, 2020 committee meeting.

Action: Approve the minutes from the August 19, 2020 meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Trottier. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #5 – County Treasurer – Jeffrey Latus – Vacate Judgment of in-rem property at 4241 Goleys Lane – 2020 – Resolution – Requested action: 1st & 2nd Reading at the September 8, 2020 County Board Meeting.

Action 1st & 2nd Reading at the September 8, 2020 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #6 – County Treasurer – Jeffrey Latus – Wisconsin Statewide Debt Collection Agreement - Informational Only.

Action: Receive and file. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #7– Transfers

a) County Clerk – Wendy Christensen – Acceptance of a \$79,907 Wisconsin Elections Commission – County Election Security Subgrant and authorizing sole source with Command Central LLC for the purchase of election items - 2020 – Resolution – Requested action: 1st & 2nd Reading at the September 8, 2020 County Board Meeting.

Action: Requested action: 1st & 2nd Reading at the September 8, 2020 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

Agenda Item #8– Communication & Report Referrals from County Board Meeting:

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

Agenda Item #9 – Staff Report – No Action Items.

- a) Finance & Human Resources Committee – Next Meeting will be September 16, 2020.
- b) 2021 Budget meeting with Departments – October 12 (Monday), October 13 (Tuesday) and October 14 (Wednesday) in person in the County Board Chambers.
- c) John Wisch asked to be excused for the September 16th meeting.

Agenda Item #10– Adjournment.

Action: Adjourn meeting at 5:26pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Shakoor. Youth Representative Vote: All Aye No Nays. Advisory Vote: All Ayes No Nays.

REQUEST FOR COUNTY BOARD ACTION

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

Requestor/Originator: Emergency Management

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

Does the County Executive know of this request: No

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

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

Date Considered by Committee: 9/16/2020 Date of County Board Meeting to be Introduced: 9/22/2020

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

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

Signature of Committee Chairperson/Designee: _____

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Authorize Racine County Emergency Management to accept a HMEP Specialized HazMat Training FFY2020 Grant in the amount of \$10,000 which will be passed through to the South Shore FD Hazmat Team.

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.

September 9, 2020

To: Finance Committee
From: David L. Maack

Memo Re: HMEP TRAINING GRANT

We are seeking approval to accept a HMEP Specialized HazMat Training FFY2020 in the amount of \$10,000.

This will be passed through to the South Shore Fire Department to reimburse them for HAZMAT response training.

There is no match.

Thank you for your consideration.

WISCONSIN EMERGENCY MANAGEMENT

WEM USE ONLY

Applicant Hereby Applies to the WEM for Financial Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
		-- 12262

SUBGRANT #: 12262

SHORT TITLE: Field Identification of Unknown Substances

1. Type of Funds for which you are applying.	HMEP-Federal (Fed. 20.703 HMEP-FED) HMEP Specialized HazMat Training FFY2020 HMEP-State-GPR (St. 465.310 HMEP-GPR) HMEP Specialized HazMat Training FFY2020 HMEP-State-SEG (St. 465.363 HMEP-SEG) HMEP Specialized HazMat Training FFY2020		
2. Applicant	Name Of Applicant:		County: Racine
	Racine County Emergency Management		
	Street Address: 730 Wisconsin Ave		
	Address Line 2:		Address Line 3:
	City: Racine	State: WI	Zip: 53403
3. Recipient Agencies	Racine County Emergency Management		
4. Signatory	Name:		Title: County Executive
	Mr. Jonathan Delagrave		Agency: Racine County
	Street Address: 730 Wisconsin Avenue		
	Address Line 2:		Addr Line 3:
	City: Racine	State: WI	Zip: 53403
	Phone: 262-636-3273	Fax:	Email: RCExecutive@racinecounty.com
5. Financial Officer	Name:		Title: Staff Accountant
	Rebekah Spain		Agency: Racine County Emergency Management
	Street Address: 730 Wisconsin Ave		
	Address Line 2:		Addr Line 3:
	City: Racine	State: WI	Zip: 53403
	Phone: 262-636-3988	Fax:	Email: Rebekah.Spain@racinecounty.com
6. Project Director	Name:		Title: Emergency Management Coordinator
	Mr David L Maack		Agency: Racine County Emergency Management
	Street Address: 730 Wisconsin Ave		
	Address Line 2:		Addr Line 3:
	City: Racine	State: WI	Zip: 53403
	Phone: 262-636-3515	Fax: 262-636-3505	Email: david.maack@racinecounty.com
7. Brief Summary of Project (Do Not Exceed Space Provided)	Short Title (may not exceed 50 characters) Field Identification of Unknown Substances		
	South Shore FD's Hazmat team serves as the County Type III HAZMAT team. They are trained to Level A/Technician Level and equipped as if they were a Type II team. They currently have a kit that allows them, through using chemistry practices to identify unknown substances. This grant would provide the training for this piece of equipment. The training would be provided by the vendor that sold them the kit.		

8. SubGrant Budget

Sources

Categories	Federal	Category Total
Travel (Including Training)	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants/Contractual	10,000.00	10,000.00
Source Total	10,000.00	10,000.00

9. Project Start Date: 10/1/2020

Project End Date: 5/3/2021

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Racine County Emergency Management	10,000.00	10,000.00
Total:	10,000.00	10,000.00

Allocation/Recipient Agency: Racine County Emergency Management

Category:	Year 1	Total
Consultants/Contractual	10,000.00	10,000.00
Total:	10,000.00	10,000.00

11. Budget Details:

Master Budgets:

Line Item Details for Racine County Emergency Management

YEAR 1

CONSULTANTS/CONTRACTUAL - CONSULTANT

Briefly describe the overall use of the funds for this budget category:

COST

Name / Position HAZTECH Systems, INC

Service Provided Training

Description of your computation: Per student cost (\$800 student @ 15 students)

Source: Federal 10,000.00

Consultants/Contractual - Consultant Year 1 Total: 10,000.00

YEAR 1 TOTAL: 10,000.00

12. Sections:

A PROJECT NARRATIVE

Describe the long-range training goals and objectives. Specifically address the:

- potential benefit regarding total population and total special population at risk
- number of facilities reporting extremely hazardous substances in the jurisdiction
- need to augment response capability based on existing gaps
- benefits rural training(s) offer for safety as they pertain to transportation related Hazardous Materials responses

Indicate the current level of training that exists within the jurisdiction and criteria required to advance to the next level. Also, estimate the total number of students to be trained with this grant funding.

First responder agencies are encouraged to work with their local Emergency Manager and their regional hazmat team to determine training needs in their jurisdiction above the Awareness level.

Furthermore, cross-discipline and cross-jurisdictional classes are encouraged to maximize the benefit cost ratio of the grant funds.

RESPONSE:

South Shore FD's HAZMAT Team serves as the County Type III HAZMAT team. They are trained to Level A/Technician Level and equipped as if they are a Type II team. They currently have a kit (HAZCAT) that allows them, through theming chemistry practices to identify unknown substances. This grant would provide the training for this piece of equipment. The training would be provided by the vendor that sold them the kit.

This training would benefit the entire region. South Shore FD's HAZMAT Team is a county asset but is available through MABAS or available at the request of WEM to respond outside of Racine County. This training would allow them to quickly and accurately identify unknown substances that would normally require a response from a higher-level team to identify.

As a county level team, there are limitations to their response capabilities. This is mostly due to budgetary restrictions. They have equipped themselves like a State Level II team and have the same level of training. This training would allow them to close the gaps between a Level III and Level II team. They would also be able to augment their region's Level II team with this training.

Our county and region see a mass amount of transported hazardous chemicals. We have 3 major rail lines going through Racine County and Interstate 94 that all carry hazardous materials. In addition, there are 70 facilities within Racine County that have EHS chemicals at or above the planning threshold and 164 Reporting Facilities. This kit along with the training that would be provided by this grant would allow the team to safely assess an unknown substance from the mobile vehicle.

South Shore FD's HAZMAT Team is currently trained to the Technician level. They have 32 members on the team. They have several team members who are aspiring to get to the Specialist Level. The long-range training goals would be to further expand on the rail and roadway responses to HAZMAT incidents. They would also like to get all team members to the Specialist Level.

PROJECT NARRATIVE - RELATED ATTACHMENTS:

File Name

File Description

B REQUIRED ATTACHMENTS

To attach a document to your Egrants application you must type "See Attached" in the text box to enable the document attachment tool.

Please attach the following documents to your application in this section:

1. E-Mail from applicant County to the WEM Regional Director notifying the Regional Director of the application
1. For each class, submit a course outline showing the objectives of the course, an agenda of the training project and a resume, biography or training records showing the qualifications of the instructor (attach extra pages if needed). Your application will not be considered without this information as each level of hazmat training must meet certain objectives and each instructor must have certain qualifications for the training to qualify for the grant funds. This requirement will be waived for technical college courses instructed by internal staff or courses instructed by REACT Center instructors.

RESPONSE:

Attached required documents

REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
HAZCAT Quote.pdf	Quote
RESUME Dan Keenan 2018.pdf	Instructor Resume
S1704 (4-Day) Basic Course Outline CA-026-RESP.pdf	Course Outline
SSFD HMEP GRANT-WEM REGION.pdf	Region Email

13. Performance Measures:

Required:

<u>Measure Title</u>	<u>Measure Type</u>	<u>Target</u>	<u>Target Type</u>	<u>Description</u>
Number of Persons Trained	Process	15.00	Unit Count	Indicate the number of persons successfully completing the training session.
Number of Training Sessions Conducted	Process	1.00	Unit Count	Indicate number of training sessions conducted.

15. **Attachments:**

List of Attachments required for submission of this Application for funding:

Section: Required Attachments

<u>File Name</u>	<u>File Description</u>
HAZCAT Quote.pdf	Quote
RESUME Dan Keenan 2018.pdf	Instructor Resume
S1704 (4-Day) Basic Course Outline CA-026-RESP.pdf	Course Outline
SSFD HMEP GRANT-WEM REGION.pdf	Region Email

REQUEST FOR COUNTY BOARD ACTION

YEAR	2020	X	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Public Works - Julie Anderson

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

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? _____
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: 9/16/2020 Date of County Board Meeting to be Introduced: 9/22/2020

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:

Correction to Resolution 2020-47 - Title Correction

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.

**Department of Public Works
& Development Services**
Division of Engineering
14200 Washington Avenue
Sturtevant, WI 53177-1253
Phone (262) 886-8440



Jonathan Delagrave
County Executive
Julie A. Anderson
*Director of Public Works
& Development Services*
Roley Behm
Engineering Manager

MEMORANDUM FOR FINANCE & HUMAN RESOURCES COMMITTEE

FROM: Roley Behm, Racine County Engineering Manager

DATE: September 10, 2020

**SUBJECT: CORRECTION TO RESOLUTION 2020-47 TITLE - Request for CTH K
Survey Funds**

THIS RESOLUTION IS A CORRECTION TO THE TITLE OF RESOLUTION 2020-47. Racine County's Engineering Department is asking for the transfer of funds to complete survey work on CTH K. Racine County (herein known as the County) is planning on reconstructing CTH K from Overson Rd. to USH 45 in 2021. Preliminary work done for construction will include first road survey, followed by an engineering design. Engineering is seeking to transfer funds prior to the fall of 2020 with intentions to start road survey work in Fall 2020. The funds will secure a professional services contract in which a consultant will aid the County in completing the project in a timely manner. Failure to secure funds for this request could cause project delays and risk additional expenses to the County.

Engineering is asking for the transfer of \$43,000.00 from 460280.489000.BR348 (BR 19 CTH U Box Culvert) to account 460280.489000.RD425 (RD 20 CTH K – Overson to STH 45). Upon being granted the request Engineering will then proceed to circulate and secure a professional services contract, followed by coordination to start the work scope. Engineering is requesting a 1st and 2nd reading through County Board for the date of September 22nd, 2020 as the remainder of the season is limited to complete a road survey. Additionally, a request is being made to include this in the September 16th, 2020 FHR Committee meeting.

August 10, 2020

RESOLUTION NO. 2020-47

RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AUTHORIZING THE TRANSFER OF \$43,000.00 WITHIN THE FLEET 2020 BUDGET AND AUTHORIZING THE CAPITAL PROJECT FOR COUNTY HIGHWAY K

To the Honorable Members of the Racine County Board of Supervisors:

WHEREAS, Racine County plans to reconstruct County Highway (CTH) K from Overson Road to United States Highway (USH) 45 in 2021; and

WHEREAS, a road survey and engineering design must be completed before construction can begin; and

WHEREAS, the Racine County Public Works and Development Services Department intends to begin road survey work in Fall 2020; and

WHEREAS, the funds will be used to secure a professional services contract in which a consultant will aid the County in completing the project in a timely manner.

THEREFORE, BE IT RESOLVED by the Racine County Board of Supervisors that the transfer of funds as set forth in Exhibit "A," that is attached hereto, within the Fleet 2020 Budget and the capital project for CTH K survey work is authorized and approved.

Respectfully submitted,

1st Reading _____

FINANCE AND HUMAN RESOURCES COMMITTEE

2nd Reading _____

BOARD ACTION

Robert N. Miller, Chairman

Adopted _____

For _____

Against _____

Absent _____

Q.A. Shakoor, II, Vice-Chairman

VOTE REQUIRED: 2/3 M.E.

Rusty Russell Clark, Secretary

Prepared by:
Corporation Counsel

Nick Demske

John A. Wisch

Thomas Pringle

Donald J. Trottier

EXHIBIT "A"

Fiscal Year: **2020**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
FLEET - Capital Projects						
BR19 CTH U BOX CULVERT	460280.489000.BR348	195,540	195,540	(43,000)	152,540	152,540
	TOTAL SOURCES			<u>(43,000)</u>		
CTH K SURVEY	NEW ACCOUNT	0	0	43,000	43,000	43,000
	TOTAL USES			<u>43,000</u>		
				<u><u>0</u></u>		

FINANCE COMMITTEE RECOMMENDATION

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

FOR	AGAINST