

Modification A to Contract #21-203-02

This contract modification is between RACINE COUNTY HUMAN SERVICES DEPARTMENT whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403 and PROFESSIONAL SERVICES GROUP, INC, whose principal business address is 6233 – 39<sup>th</sup> Avenue, Kenosha, Wisconsin 53142.

The modification to this agreement will be in effect from June 1, 2021 to December 31, 2021. The Provider agrees to abide by all of the terms of the original agreement dated January 1, 2021 through December 31, 2021 with addition of the following:

**Safety Support:**

**Increase staff from four (4) FTE to five (5) FTE  
Increase 81708.005.800.404500 by \$32,010**

*DM*  
OM

**Program allocation increases to: \$283,010**

In accordance with the Contract Administration Manual of Racine County, (Section III. A.1. Contract Modification and Extension), the approval for this change is executed by the Human Services Department Director, Finance Director, Corporation Counsel and County Board Chairperson with signatures affixed.

*Duane Zimmerman*

May 14, 2021

(signed) *Chris Schoen*  
Chris Schoen (May 17, 2021 16:33 CDT)  
Provider

May 17, 2021  
Date

(signed) *[Signature]*  
Racine County Human Services Director

May 14, 2021  
Date

(signed) *[Signature]*  
Racine County Executive

05-24-2021  
Date

(signed) *[Signature]*  
Racine County Corporation Counsel

5-25-2021  
Date

(signed) *[Signature]*  
Racine County Finance Director

5/19/21  
Date

(signed) *[Signature]*  
Racine County Clerk

5/26/2021  
Date

(signed) \_\_\_\_\_  
Racine County Board Chairperson

\_\_\_\_\_  
Date

**PROGRAM DESCRIPTION**

All contracted staff must successfully complete caregiver and criminal background checks, drug screening, driver's license checks and reference checks. Background and driver's license checks will be performed once a year for applicable staff.

Provider is required to follow Racine County Human Resources *Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff*.

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.

All Provider employees will have paid holidays that coincide with holidays of the Racine County Dennis Kornwolf Service Center. Paid holidays to include: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Mileage reimbursement will be at the prevailing Federal reimbursement rate that is in effect during the time of travel. Staff is responsible for any and all parking costs.

Vendor will provide five (5) contracted staff and payroll services for the following:

**Child Protective Services Direct Service Safety Support Staff**

Vendor will provide contracted staff and payroll services for five (5 FTE) employees to provide social work services to agency clients as requisitioned by case managers to help facilitate meeting the provisions of the established case plans, maintain contact with other professionals and community resources, advocacy and follow-up to clients for Human Services Department's Case Management Division, document social work activities and progress in implementing case plans and recommend amendments to case plans as needed. Safety Support staff play an important part in ensuring the safety of a child through intensive monitoring of the protective or safety plan, ongoing assessment of parental protective capacities and coordination of services as needed. Safety Support staff will allow RCHSD to better assure child safety, fully assist families in changing the conditions that make their children unsafe, and further enhance a child's well-being.

**ESSENTIAL FUNCTIONS:**

- Document all case work activities to ensure compliance with county, state and federal requirements.
- Utilize effective oral and written communication skills.
- Utilize advanced knowledge to:
  - 1) Review established case management plans and related court order/protective plan/safety with clients to ensure their understanding of the contents of the plans and/or orders.
  - 2) Work with children, parents, caretakers and other responsible parties to achieve the goals of the plans.
  - 3) Exercise judgment to intervene as an advocate for clients in emergency and crisis situations.
- Possess knowledge of Wisconsin State Statutes Chapter 51, 48, 938, 55, and 880.
- Possess knowledge of Safety Support principles and the Family Teaming model.
- Conduct home visits as per standards.
- Establish working relationship with clients to enable them to achieve the goals of the case plan and to comply with the requirements of the court orders.
- Have a strong working knowledge of Racine County community resources, a good working relationship with other community agencies, and actively incorporate the use of community

resources in implementing the program's services. Identify the changing needs of clients and recommend the appropriate amendment to the case plan.

- Ensure the safety and well-being of all children served by the program.
- Maintain working relationship with case managers, other professionals both within and outside the agency and with other community resources.
- Report family progress to Racine County Human Services Department and make appropriate recommendations.
- Ability to operate a motor vehicle safely and obey all traffic laws. Must have reliable transportation on a daily basis, a valid driver's license and automobile insurance.
- Safely transport clients as needed.
- Staff must reflect the racial/ethnic and cultural mix of the client population.
- Regular work hours for staff must include evenings and weekends. Staff must be available to respond to crisis situations 24 hours a day, 7 days a week.
- Other duties as assigned.

Position will report to: Supervisor of the RCHSD Child Protective Service Access Unit Supervisor.

EVALUATION OUTCOMES:

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

An Annual Evaluation Outcome Report must be provided to the RCHSD Coordinator of Contract Services and to the Youth and Family Manager by 2/1/22.

**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 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	Units	Unit Rate	Method of Payment
	Direct Services Safety Support Staff	\$ 283,010.00	NA	NA	Actuals
81705.005.800.404500					
81708.005.800.404500			<i>OM</i>		
81715.006.800.404500			OM		
81737.006.300.404500					
81737.006.300.438000					
81715.006.990.438000					

*Steven Zimmer*

May 14, 2021

Approved by HSD Fiscal Manager \_\_\_\_\_

*Chris Schoen*  
Chris Schoen (May 17, 2021 10:33 CDT)

May 17, 2021

Approved by Contracted Agency \_\_\_\_\_

Signature: *Obed Medina*  
Obed Medina (May 14, 2021 07:43 CDT)

Email: obed.medina@racinecounty.com











# PSG #21-203-02 Direct Service - Safety Support Mod A


Final Audit Report

2021-05-17

Created:	2021-05-14
By:	Duane McKinney (Duane.McKinney@racinecounty.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoG6R0WZ0UckI0fZtU1JbnmZDylSDIFEc

## "PSG #21-203-02 Direct Service - Safety Support Mod A" History


-  Document created by Duane McKinney (Duane.McKinney@racinecounty.com)  
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-  Document emailed to Obed Medina (obed.medina@racinecounty.com) for signature  
2021-05-14 - 11:41:21 AM GMT
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2021-05-14 - 12:42:34 PM GMT- IP address: 104.47.64.254
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Signature Date: 2021-05-14 - 12:43:24 PM GMT - Time Source: server- IP address: 184.55.179.62
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2021-05-17 - 1:41:49 PM GMT- IP address: 65.30.84.178

 Document e-signed by Chris Schoen (lfeatherstone@psgcip.com)

Signature Date: 2021-05-17 - 3:33:04 PM GMT - Time Source: server- IP address: 65.30.84.178

 Agreement completed.

2021-05-17 - 3:33:04 PM GMT