

**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
William Klaus, Youth in Governance Representative
Owen Thomsen, 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. ***

DO NOT ATTEND THIS MEETING if you are experiencing any of these symptoms or if you have been in contact with anyone with these symptoms: **shortness of breath or difficulty breathing, cough, chills, nasal congestion, sore throat, fatigue, loss of sense of taste or smell, fever greater than 100.4.**

NOTICE OF MEETING OF THE
FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **WEDNESDAY JULY 21, 2021**

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 July 7, 2021, committee meeting – Action of the Committee only
5. Transfers
 - a. Emergency Management – Jay Kerner – Acceptance of a Wisconsin Emergency Management – EPCRA State Computer and Hazmat Response Equipment Grant 2021 in the amount of \$7,530 pass through grant to South Shore Fire Department Hazmat Team and transfer of funds within the Emergency Management Grant 2021 budget – 2021 – Resolution – Action Requested: 1st Reading at the July 27, 2021, County Board Meeting

- b. Human Services Department – Hope Otto – Elimination of 1 FTE Contracted Economic Support Specialist, creation of 1 FTE Non-Rep Non-Exempt N061 Economic Support Specialist effective 8/14/2021 and transfer of \$27,995 within the Human Services 2021 Budget – 2021 – Resolution – Action Requested: 1st Reading at the July 27, 2021, County Board Meeting.
 - c. Human Services Department – Hope Otto – Elimination of 1 FTE Contracted Financial Empowerment Counselor, creation of 1 FTE Non-Rep Non-Exempt N070 Financial Empowerment Counselor effective 8/14/21 and transfer of \$30,134 within the Human Services Department 2021 Budget – 2021 – Resolution – Action Requested: 1st Reading at the July 27, 2021, County Board Meeting.
6. Finance Department – Brian Nelson – 2021 2nd Quarter Racine County Accepted Donations – 2021 – Report.
7. Communication & Report Referrals from County Board Meeting:

a. Bankruptcy items:

Type of Action:	Person/Persons
No Proof of Claim Deadline	Celeste Yvette Younger; Carrie Elizabeth Brown;
Order of Discharge	Joseph William & Melissa Dawn Roberts; Janette Lyne Glenn; Kimberley Anne Miller; Jamie Nicole Davis; Christopher J. Dyess & Jessica M. Garcia; Anthony David Johnson; Kurt Kenneth Thomas; Bertha Mae Turner; Melonie Laneese Campbell; Mark Matthew Kothbauer; Marie Laota Griese; Tameka Abdullah; Will & Keia Darden; Leroy John Payne Sr;
Order Modifying Confirmed Chapter 13 Plan	David Henry & Dawn Katherine Keller;
Certificate of Service	Marcus Jacob Thomas;
Chapter 13	Sara Hawkinson; Neil J. & Patricia Stritesky;
Dismiss – Unconfirmed Plan	Michelle Elizabeth Parks;
Amend Unconfirmed Chapter 13 Plan	Melissa Sue Vogt;

- b. Brent Hart – Business Agent for the Wisconsin Professional Police Association – Opening of Contract Negotiations – Racine County Supervisors Association.
- c. Alyssa Mallory, EMC Insurance Claim Adjuster on behalf of the City of Burlington has filed a claim for property damage in the amount of \$5,886.28.

- d. Attorney Christopher J. Conrad on behalf of Shurpac Petitioners, seeking a Writ of Mandamus for information of their clients held on the Sheriff's Computers.
- e. Notice of Appointment of Receiver over Synrgo Inc.

8. Staff Report – No Action Items.

- a. Finance & Human Resources Committee – Next Meeting will be August 4, 2021.
- b. Finance Department – 2022 Budget Meetings with Departments. (Carried over from July 7, 2021, Meeting)

9. Closed Session – 5:30 P.M. (Approximately 30 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) TONJA BROWN 2) CITY OF BURLINGTON 3) QUENTIN POMPY 4) SHANNON CZUBINSKI AND 5) DEANDRE MCCOLLUM.

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

10. Regular Session – 6:00 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: 7/21/21

Signature of Committee Chairperson
/Designee: _____

Description: Minutes from the July 7, 2021 Finance and Human Resources Committee

Action: County Board Supervisors Approve
 Deny

Youth In Governance Approve
 Deny

4-1

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING

July 7, 2021

Meeting attended by: Chairman Miller, Supervisors Clark, Demske, Trottier and Shakoor II, Youth Representatives Klaus and Thomsen, County Board Vice Chairman Kramer, County Executive Jonathan Delagrave, Finance Director Brian Nelson, Human Resources Director Sarah Street, Accounting Operations Manager Kris Tapp, Data & Performance Director Travis Richardson, Information Technologies Director Shuchi Wadhwa, Human Services Director Hope Otto, Public Works and Development Services Director Julie Anderson, Finance and Budget Manager Byron Dean, Fiscal Manager Gwen Zimmer, Captain Dan Adams, Captain Brad Friend, Lieutenant Shawn Barker and Assistant Corporation Counsel John Serketich.

Excused: Supervisors Pringle and Wisch.

Agenda Item #1 – Convene Meeting.

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

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

Youth in Governance statement was read by Youth Representative Thomsen.

Agenda Item #3 – Public Comments.

None.

Agenda Item #4 – Approval of Minutes from the June 16, 2021, committee meeting.

Action: Approve the minutes from the June 16, 2021, meeting as amended. **Motion Passed.** Moved: Supervisor Clark. Seconded: Supervisor Trottier. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #5 – County Executive – Jonathan Delagrave – Donation of \$2,500 to Gateway Technical College Law Enforcement Training Program – 2021 – Report.

Action: Authorize the donation of \$2,500 to Gateway Technical College Law Enforcement Training Program – 2021 – Report. **Motion Passed.** Moved: Supervisor Clark. Seconded: Supervisor Trottier. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #6– Transfers:

a – Public Works – Julie Anderson – Authorizing acceptance of \$29,811 from the Wisconsin Department of Transportation, transfer of funds with the Fleet 2021 budget and authorize the purchase of capital – Trailered Crash Attenuator – 2021 – Resolution – Action Requested: 1st and 2nd Reading at the July 13, 2021, County Board Meeting

Action: Public Works – Julie Anderson – Authorizing acceptance of \$29,811 from the Wisconsin Department of Transportation, transfer of funds with the Fleet 2021 budget and authorize the purchase of capital – Trailered Crash Attenuator – 2021 – Resolution – Action Requested: 1st and 2nd Reading at the July 13, 2021, County Board Meeting. **Motion Passed.** Moved: Supervisor Clark. Seconded: Supervisor Trottier. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #7 – Information Technology – Shuchi Wadhwa – Update on potential grant for Rural Broadband Expansion – Informational only no action needed.

Agenda Item #9 – County Executive – Jonathan Delagrave – Emergency Resolution – Essential Worker Pay Increase – 2021 – Resolution – Action Requested – 1st Reading at the July 13, 2021, County Board Meeting.

Action: Authorize the Emergency resolution for essential worker pay increase – 2021 – Resolution – Action Requested: 1st Reading at the July 13, 2021, County Board Meeting. **Motion Passed.** Moved: Supervisor Trottier. Seconded: Supervisor Clark. Roll Call Vote: Vote: 4 Ayes 1 Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #8 – Human Resources – Sarah Street – Authorize Season Pay Way Increases effective 7/17/2021 – 2021 – Resolution – Action Requested: 1st & 2nd Reading at the July 13, 2021, County Board Meeting

Action: Authorize Season Pay Way Increases effective 7/17/2021 – 2021 – Resolution – Action Requested: 1st & 2nd Reading at the July 13, 2021, County Board Meeting **Motion Passed.** Moved: Supervisor Clark. Seconded: Supervisor Trottier. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #12– Communication & Report Referrals from County Board Meeting:

Action: Receive and file items a - b. **Motion Passed.** Moved: Supervisor Clark. Seconded: Supervisor Demske. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

Agenda Item #13 – Staff Report – No Action Items.

- a) Finance & Human Resources Committee – Next Meeting will be July 21, 2021.
- b) Finance Department – 2022 Budget Meetings with Departments – Carry forward this item to the July 21, 2021, meeting.

Agenda Item #10– Closed Session – 5:30 PM (Approximately 10 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) RITA CARMONA

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) Rita Carmona at 6:32 pm. **Motion Passed.** Moved: Supervisor Clark. Seconded: Supervisor Shakoor II. Vote: Roll Call Vote was taken of the members present: All Ayes No Nays.

Agenda Item #11 – Regular Session.

Action: To reconvene into regular session at 6:38 pm. **Motion passed.** Moved: Supervisor Clark. Seconded: Supervisor Trottier. Vote: All Ayes No Nays.

Action: Approval of claim of Rita Carmona of \$200,000.00 as recommended by Racine County Corp. Counsel – Resolution – 1st Reading at the July 13, 2021, County Board Meeting. **Motion passed.** Moved: Supervisor Clark. Seconded: Supervisor Trottier. Vote: All Ayes No Na

Agenda Item #14– Adjournment.

Action: Adjourn meeting at 6:40 pm. **Motion Passed.** Moved: Supervisor Shakoor II. Seconded: Supervisor Demske. Supervisor Vote: All Aye No Nays.

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2021</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Emergency Management

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Jay Kerner
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: 7/21/2021 Date of County Board Meeting to be Introduced: 7/27/2021

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 Wisconsin Emergency Management – EPCRA State Computer and Hazmat Response Equipment Grant 2021 in the amount of \$7,530 pass through grant to South Shore Fire Department Hazmat Team and transfer of funds within the Emergency Management Grant 2021 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
EMERGENCY MANAGEMENT GRANTS		NOT IN BUDGET BOOK				
WI EM MGMT - EPCRA COMPUTER GR	NEW ACCOUNT	0	0	(7,530)	(7,530)	(7,530)
TOTAL SOURCES				<u>(7,530)</u>		
C/S EPCRA SOUTH SHORE FD	NEW ACCOUNT	0	0	7,530	7,530	7,530
TOTAL USES				<u>7,530</u>		
				<u><u>0</u></u>		

GRANT PERIOD: January 1, 2021 - December 31, 2021

There is a 20% Match to this grant that will be the responsibility of the South Shore Fire Department.

FINANCE COMMITTEE RECOMMENDATION

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

REASONS

FOR	AGAINST

July 1, 2021

To: Finance Committee
From: Jay Kerner, Deputy EM Coordinator
Memo Re: FFY2021 EPCRA HAZMAT Equipment Grant

We are seeking approval to accept the FY2021 EPCRA Hazmat Equipment Grant in the amount of \$7,530. This grant will be passed through to the South Shore FD's Hazmat Team to defray equipment purchases. Items to be purchased by South Shore FD include:

- (14) Kits for identifying unknown chemicals
- (3) Power supplies/charger for mass spectrometry
- (15) Kits for unknown gases
- Several additional consumables items for sampling spectrometry.

The grant requires a soft in-kind match of 20% which South Shore FD will match.

Thank you for your consideration.

Notice of Funding Opportunity

***EPCRA State Computer and Hazmat
Response Equipment Grant - 2021***

**Applications must be submitted through
Egrants on or before July 16, 2021**

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Contact Information for this Notice of Funding Opportunity

Program Manager: Dave Radisewitz (608) 242-3300
david.radisewitz@wisconsin.gov

Grants Specialist: Rick O'Brien (608) 888-5339
rick.obrien@wisconsin.gov

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

Egrants Assistance: Help Desk: 608-242-3231 or WEMEgrants@egrants.us
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:
<https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuide5-2-201-Final.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Notice of Funding Opportunity: EPCRA State Computer and Hazmat Response Equipment Grant - 2021

Description: The Computer and Hazardous Materials (Hazmat) Response Equipment Grant (CHREG) is available to assist counties in complying with the requirements of ss. 323.60 and 323.61, Wis. Stats. The funds awarded under this grant are meant to supplement existing local funding for hazmat response equipment; it is not intended to fully fund local hazmat response capabilities within the state. There are two components to this grant – funding for computer equipment for the county emergency management offices and funding for hazmat teams for hazardous materials response equipment.

WEM will provide grant funds to Local Emergency Planning Committees (LEPC) for the purchase of computer and hazardous materials response equipment to assist their county in complying with the requirements of ss. 323.60 and 323.61, Wis. Stats. The purpose of the computer portion of the grant is to support the county Emergency Management office, and the purpose of the Hazmat Response Equipment funding is to supplement existing local funding for Hazmat response

Opportunity Category: Limited Eligibility

Important Dates:

Grant Period:	January 1 st – December 31 st , 2021
Pre-Application Due Date:	May 14 th , 2021
Egrants Application Deadline:	July 16 th , 2021
Grant Approval/Award:	August 13 th , 2021
Reimbursement Request Due On or Before:	December 17 th , 2021
Grant Payment Distribution:	On or before February 28 th , 2022

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports must be submitted as a final only.

Financial Reports must be submitted as a final only.

Anticipated Funding Amount: Local Emergency Planning Committees (LEPC) may be eligible for up to \$10,000 maximum per year in each of the 4 years of the 4-yr grant cycle. If all LEPCs apply for the maximum amount available to them, the grant requests could total \$630,000. The anticipated annual total funding available within the state budget for the Computer and Hazmat Response Equipment Grant is \$417,000. Therefore, since allocated funding is not sufficient to fund this maximum amount, WEM prorates the amounts available for each LEPC. The amount for your county

is listed in Table 1. WEM's awarding of grants and distribution of funds under this agreement is contingent upon the availability of state funding.

Match/Cost Sharing Requirement: The state will reimburse LEPCs for 80% of the cost of computer equipment and hazmat response equipment, up to the allowable limits for equipment eligible under this grant.

Eligibility: Any LEPC may apply to Wisconsin Emergency Management (WEM) via Egrants for an annual grant award. All LEPCs are eligible for the computer portion of the grant.

LEPCs are eligible for grant funds for hazardous materials emergency response equipment, so long as their countywide strategic plan is submitted in WHOPRS. WEM will review the countywide strategic plan submitted in the preceding EPCRA POW cycle to determine eligibility for the Computer and HazMat Response Equipment Grant (CHREG). For example, to be eligible for 2021 CHREG funding, a county must have submitted a countywide plan and had it accepted by the region director during the FFY20 EPCRA plan of work (POW). The plan must identify a team(s) that the county has selected. The plan language must demonstrate that the selected team has agreed to respond within the county as a local team and is capable of responding anywhere in the county. This identified team cannot be a state hazmat team unless they are a local team that will initially respond as part of a local response and not in a state team capacity.

If the status of the County's identified hazmat team has changed since the 2020 countywide strategic plan was submitted, the county may still be eligible for hazmat funds. This will be reviewed during the preapplication process. Payments for hazmat response equipment cannot be made until the county wide plan is submitted and accepted by the region director.

Eligible Expenses: Funding may be used only for equipment listed on the authorize equipment lists (see Attachment A).

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Eligible costs under the Computer and Hazmat Response Equipment Grant include:

1. 80% of the cost of computer equipment and hazmat response equipment, up to the allowable limits for equipment eligible under this grant.
2. Refurbishing of previously purchased equipment in order to enhance functionality or bring the equipment to current industry/factory standards is allowable. This does not include

maintenance, repair or replacement of disposable parts during the normal life-cycle of the equipment.

3. In-kind contributions may be used to meet the 20% match provided by the LEPC. To credit the LEPC for in-kind match, reimbursement of equipment costs is based upon 80% of the sum of the equipment expenditures. In-kind match items are listed in Attachment B.
4. Only that equipment purchased during the grant period shall be eligible for reimbursement by the grant.
5. Equipment must be on the official WEM list of eligible equipment, included with this guidance. Changes to the list will not be made during the current grant period. Any requested changes submitted after the distribution of the grant package will be considered for the following grant period.
6. Note that there is only one match requirement for this grant. You do not need to have a separate 20% match for the computer side and another for the hazmat response equipment side. Additionally, the match can come from either the computer side or the hazmat response equipment side or both to meet the 20% match requirement, be it in-kind and/or cash match.

Computer Equipment Eligible Costs

1. Applicants may request computer equipment specifically for use within the county emergency management program to comply with ss. 323.60 and 323.61, Wis. Stats., 42 USC 11001-11050, 49 CFR 110, and other hazardous materials planning requirements that may be required by federal or state law.
2. WEM will base reimbursement of costs for computer equipment on a 4-year grant cycle. The first year of the current 4-year grant cycle began with the 2020 grant year. For one year of the 4-year grant cycle, up to a maximum of \$6,000 of the cost of computer equipment shall be eligible for reimbursement. For each of the remaining years of the 4-year grant cycle, up to a maximum of \$2,000 of the cost of computer equipment shall be eligible for reimbursement. See Table 1 for your County's status based on the cycle and if it was requested in the pre-application.
3. The LEPC may use in-kind costs, in addition to or in place of cash match, as the match for the computer equipment purchased under this grant provided that:
 - a) The costs must be county related as defined in the computer equipment grant procedures.
 - b) In-kind costs or services that are included as the LEPC match in the computer equipment grant are not included for reimbursement under any other grant program(s).

- c) LEPCs must submit documentation of expenditures by either an invoice or an LEPC generated expenditure report; whichever is appropriate.
- d) Donations of computer related services shall include the name and address of the provider, the value of the service, and the specific type of service provided.
- e) Donations of computer related equipment shall include the name and address of the donator, a list of the specific items donated, and the fair market value of the item(s).
- f) The LEPC must have incurred in-kind contributions during the grant period.

In-kind match items are listed in Attachment B.

Hazmat Response Equipment Eligible Costs

1. WEM considers computer equipment that a county team uses for response purposes as hazmat response equipment for the purpose of this grant and that equipment must meet all hazmat response equipment requirements.

2. In-kind costs may be used as the LEPC match for hazmat response equipment purchased under this grant if the costs are hazmat specific, if the costs have been incurred by the identified and authorized county emergency response team(s), the sponsoring jurisdiction, the county emergency management program under s. 323.61, Wis. Stats., or the LEPC, and provided that the costs are:

- a) Hazmat Team Maintenance Costs
 - (1) Physical exams and screening
 - (2) Refresher training
 - (3) Contractual requirements for training
 - (4) County hazmat specific training
- b) Contracts / Retainer fees for identified and authorized county emergency response teams under ss. 323.60 and 323.61.
- c) Donations of professional services shall include the name and address of the provider, the value of the service, and the specific type of service provided. Professional services shall be limited to hazmat related legal, medical, accounting, and training services.
- d) Donations of hazmat specific response equipment shall include the name and address of the donator, a list of the specific items donated, and the fair market value of the item(s).

- e) The LEPC must have incurred In-kind contributions during the grant period.
- f) Costs or services that are included in the hazmat response equipment grant cannot be included for reimbursement under any other grant program, or be costs incurred by Regional Hazardous Materials Emergency Response Team(s).

In-kind match items are listed in Attachment B.

3. To be eligible for hazardous materials response equipment, the county hazmat team must report all responses. This is located here: WI Fire Bridge (Image Trend) <http://www.wifirebridge.com> . The information reported on this site is useful in assessing the statewide hazmat risk and building a case for continued funding of this program.

Ineligible Costs

Ineligible costs include, but are not limited to, the following:

1. Any eligible costs reimbursed by any other funding source.
2. Costs for which there is not documented, actual cash or in-kind 20% match.
3. Costs for equipment that is not included on the WEM list of eligible equipment included with this guidance.
4. Maintenance, repair or replacement of expendable parts during the normal life-cycle of the equipment.
5. Undocumented costs.
6. Cost incurred in a previous calendar (grant) year.

Supplemental Grants

If sufficient grant funds remain unspent after December 31st, WEM may make these funds available to LEPCs through supplemental grants.

WEM will redistribute any remaining funds to LEPCs that submitted documented, unreimbursed costs and eligible match up to the maximum grant amount.

If any funds remain after these redistribution payments are made, WEM may announce a supplemental application period. LEPCs may submit an amendment to their original grant application

or file a new application, if supplemental grants funds are available. These applications will be processed in the order in which they are received. When the remaining funds have been awarded, no additional awards will take place, regardless if additional applications are received. No reallocated funds will be expended after June 30th, of the following year.

An LEPC is eligible for supplemental funding only if all of these conditions apply:

1. All grant funds for a calendar year have not been awarded by the end of that year.
2. The LEPC has not already received the maximum amount as allowed by law, for the grant year.
3. The funding requested is for eligible costs incurred during the equipment grant period.
4. The LEPC provides documentation of required cash or in-kind match.
5. The LEPC has met all the grant reporting requirements in this guidance.

The following table lists the eligible counties and it contains their maximum prorated award amount, required match, and if the county indicated in the pre-application and is eligible for the \$6,000 computer year. WEM's awarding of grants and distribution of funds under this agreement is contingent upon the availability of state funding.

Table 1 – County Eligibility

County	CW Strategic Plan Submitted	\$6000 Year on Pre-App	Potential Reimbursement Amount from Pre-App	Prorating Amount	Prorated Amount	20% Match
Adams	yes	yes	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Ashland	yes	yes	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Barron	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Bayfield	yes	no	\$1,940.98	0.752993	\$1,461.54	\$365.39
Brown	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Buffalo	yes	yes	\$6,000.00	0.752993	\$4,517.96	\$1,129.49
Burnett	yes	yes	\$6,000.00	0.752993	\$4,517.96	\$1,129.49
Calumet	yes	yes	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Chippewa	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Clark	yes	-	-	0.752993	\$0.00	\$0.00
Columbia	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Crawford	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Dane	yes	no	\$9,996.12	0.752993	\$7,527.01	\$1,881.75
Dodge	yes	no	\$9,750.00	0.752993	\$7,341.68	\$1,835.42
Door	yes	yes	\$5,000.00	0.752993	\$3,764.96	\$941.24
Douglas	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Dunn	yes	no	\$7,800.00	0.752993	\$5,873.34	\$1,468.34
Eau Claire	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Florence	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Fond du Lac	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Forest	yes	no	\$5,450.00	0.752993	\$4,103.81	\$1,025.95
Grant	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Green	yes	no	\$1,935.48	0.752993	\$1,457.40	\$364.35
Green Lake	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Iowa	yes	no	\$7,451.68	0.752993	\$5,611.06	\$1,402.77
Iron	yes	yes	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Jackson	yes	yes	\$2,000.00	0.752993	\$1,505.99	\$376.50
Jefferson	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Juneau	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Kenosha	yes	no	\$6,134.00	0.752993	\$4,618.86	\$1,154.71
Kewaunee	yes	no	\$7,249.50	0.752993	\$5,458.82	\$1,364.71
La Crosse	yes	no	\$7,209.00	0.752993	\$5,428.33	\$1,357.08
Lafayette	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Langlade	yes	yes	\$7,500.00	0.752993	\$5,647.45	\$1,411.86

Lincoln	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Manitowoc	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Marathon	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Marinette	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Marquette	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Menominee	yes	-	-	0.752993	\$0.00	\$0.00
Milwaukee	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Monroe	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Oconto	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Oneida	yes	no	\$9,227.62	0.752993	\$6,948.33	\$1,737.08
Outagamie	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Ozaukee	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Pepin	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Pierce	yes	yes	\$6,000.00	0.752993	\$4,517.96	\$1,129.49
Polk	yes	no	\$2,000.00	0.752993	\$1,505.99	\$376.50
Portage	yes	no	\$4,710.00	0.752993	\$3,546.60	\$886.65
Price	yes	no	\$8,970.80	0.752993	\$6,754.95	\$1,688.74
Racine	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Richland	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Rock	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Rusk	yes	yes	\$6,000.00	0.752993	\$4,517.96	\$1,129.49
Saint Croix	yes	no	\$1,244.93	0.752993	\$937.42	\$234.36
Sauk	yes	yes	\$6,000.00	0.752993	\$4,517.96	\$1,129.49
Sawyer	yes	no	\$2,000.00	0.752993	\$1,505.99	\$376.50
Shawano	yes	-	-	0.752993	\$0.00	\$0.00
Sheboygan	yes	no	\$9,500.00	0.752993	\$7,153.43	\$1,788.36
Taylor	yes	-	-	0.752993	\$0.00	\$0.00
Trempealeau	yes	-	-	0.752993	\$0.00	\$0.00
Vernon	yes	no	\$7,792.32	0.752993	\$5,867.56	\$1,466.89
Vilas	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Walworth	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Washburn	yes	no	\$1,496.95	0.752993	\$1,127.19	\$281.80
Washington	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Waukesha	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Waupaca	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Waushara	yes	no	\$7,430.68	0.752993	\$5,595.25	\$1,398.81
Winnebago	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48
Wood	yes	no	\$10,000.00	0.752993	\$7,529.93	\$1,882.48

TOTALS

\$553,790.06

\$417,000

Notice of Funding Opportunity: EPCRA State Computer and Hazmat Response Equipment Grant - 2021

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and may be provided to other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer should be the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by (county) to purchase (computer and/or hazmat response equipment). The (what - equipment) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

Change the page status to Complete; then SAVE the page.

2. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page.

3. Budget Detail

Complete a project budget for EQUIPMENT using the Authorized Equipment Lists (AELs). For 2021, the AELs for both computer and hazmat response equipment are following the same format as 2019. These broadened descriptions are intended to simplify the selection of line items. For example, if you are selecting multiple colorimetric detector tubes, you would only need to select the line item “1.2 Qualitative Analyses, Kits and Tubes” and list the different tubes you will be purchasing or simply list “multiple tubes” in your description. Please provide an accurate description of the equipment to be purchased. See Attachment A for the AELs.

If the equipment you want to purchase is not on the list, it is not eligible. See Attachment A for details. Please note that these are the same lists that were included in the pre-application.

For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item.

When you enter a unit cost and quantity on the budget table, it will calculate the total cost for the item. This number must be entered on the "State" line of the budget table.

Change the page status to Complete; then SAVE the page.

4. Assurances

Check the box agreeing to the assurances. Change the page status to Complete; then SAVE the page.

5. Hazmat Eligibility Statement

If you are requesting funding for hazmat response equipment, you must check the box agreeing to the hazmat requirements.

In order to be eligible for grant funds for hazardous materials emergency response equipment, your County must have their countywide strategic plan submitted in WHOPRS as outlined in the Grant Eligibility section on page 5 above. The plan language must demonstrate that the selected team has agreed to respond within the county as a local team and is capable of responding anywhere in the county. This identified team cannot be a state hazmat team unless they are a local team that will initially respond as part of a local response and not in a state team capacity.

Otherwise, check the other box. Change the page status to Complete; then SAVE the page.

6. Computer Eligibility Statement

If you are requesting funding for computer equipment for the County emergency management office, you must check the box agreeing to the computer requirements. Otherwise, check the other box. Change the page status to Complete; then SAVE the page.

7. Promulgation Statements

Answer the 2 questions. If you answer "No" to question 1, you will not be eligible for hazmat response equipment. If you answer "No" to question 2, you will not be eligible for this grant. Change the page status to Complete; then SAVE the page.

8. Letters of Support

Applicants may submit a cover letter authorizing the submission of the grant application signed by the LEPC chair and county emergency management director. Change the page status to Complete; then SAVE the page.

9. 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. Cover Letter authorizing the submission of the grant application, and signed by the LEPC chair and/or signing authority and county emergency management director. The cover letter must include the name of the grant and the dollar amount requested. The cover letter template has been included as Attachment C.
2. For multi-county applications, the LEPC must include authorization signed by the LEPC chair and/or signing authority and county emergency management director in each of the participating counties. If the LEPC is unable to obtain this authorization at the time of application, the LEPC should explain this in the cover letter and identify when the authorizations will be submitted. WEM will not award the funds until these authorizations are received. A sample letter for signing authority delegation is included as Attachment D.

Change the page status to Complete; then SAVE the page.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement.

Only equipment items (and quantities, if applicable) identified on the approved equipment lists (Attachment A) are eligible for purchase. Incomplete applications will be returned to the county to properly complete and resubmit. The program coordinator will work with the applicant to gather any required information needed to meet grant requirements.

Once the grant program coordinator has determined that the grant application is complete and meets all grant requirements, the grant finance coordinator will review and approve the application. When the application meets all approval requirements, an award letter will be sent to the LEPC.

Reimbursements will be made based on the initial award amount and receipt of the LEPC's documented expenditures. Reimbursements will be made throughout the year (after July 1 and after the State budget is approved or funding is available) as LEPCs submit all of the appropriate information. However, all requests for reimbursements must be received by the deadline provided in this announcement.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide a final financial report and a final program report. As part of these reports, you will be required to submit receipts/proof of payments for all eligible items purchased under this grant as well as in-kind match items claimed. You will be required to submit a signed Reimbursement Request form as part of your

financial report. You will also have to answer a narrative question explaining how your County met the 20% match requirements as part of the program report. See Attachment B for eligible in-kind match items. In-kind match items not specifically listed in Attachment B will not count toward your 20% match requirement. Please note that inventory reports are not needed for the report submittals.

Instructions for Completing Your Fiscal Report

The **Fiscal Report** is where you will report all equipment expenses from your initial application. Because this includes all application items, it may exceed your Award Amount. The overspent difference is your *Cash Match*. When completing your Fiscal Report in Egrants, the Budget will auto-fill with your county's approved award amount. Your Current Expenditures to Date should equal the total expenses from the equipment items listed in your original application. The Grant Balance will calculate your *cash match* amount, which should equal your total equipment expenses minus your award amount.

The **Reimbursement Request Form**, formally known as the G-2, will be capturing *all* equipment expenses from your original application.

Attachments

Please submit/upload a completed Reimbursement Request Form as well as invoices or proof of payment for all equipment purchases (from application). Order summaries or confirmations are not sufficient as supporting documentation. In addition, sales tax is not an eligible expense for reimbursement, if there is sales tax charged on an invoice, do not include that cost in your total expenditures, as tax will not be reimbursed. Invoices can be scanned in as one large attachment, or they can be uploaded individually, please make sure they are attached to the Fiscal Report.

Instructions for Completing Your Program Report

You will also need to prepare a **Program Report** in Egrants. This entails answering a brief question as well as providing information and uploading receipts indicating any in-kind match used to meet your 20% project match. Eligible in-kind match items are listed on page 4 of the pre-application and on page 30 of the NOFO. The Program Report is where you will provide all documentation of additional approved and eligible expenditures and eligible in-kind match. This may raise your match percentage above the required 20%. This documentation will be used to determine redistribution of unallocated funds.

Only your in-kind match is addressed in the Program Report and is not part of the application budget or the Fiscal Report.

You need to upload receipts/proof of payment to your Program Report to document any in-kind match. Use the "written description" box below the "Match %" to describe both your in-kind match items. This will aid us on lining up the receipts.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions. Additional instructions for preparing your final reports and grant close out may be provided as part of your award notification.

ATTACHMENT A

Authorized Equipment Lists

2021 Authorized Computer Equipment List

Category	Item Name and Description
14. Computer Related Communication Aids	
14.1	Radio Transmitter (Eligible only if part of a dedicated EAS system)
14.2	Weather Radio (limited to quantity for EM staff office)
14.3	Cell Phone Signal Booster
15. Hardware	
15.1	Computer Peripherals – Includes: Computer Mouse, Computer Scanner, Data Switch Kit, CD/DVD Reader/Writer, Ethernet Switch/Connector, Hard Drive Expansion, Modem, Networking Equipment (for EM use only), Web Camera, Speakers to plug into a computer, Computer Monitor separate from whole computer, Computer Projector
15.2	Personal Computer – Includes laptops
15.3	Printer - capable of making maps and graphics or function as credentialing machine NOTE: Card stock is not an eligible expense.
15.4	Server (for EM use only)
15.5	Tablet (equipment only, service is an ineligible expense)
15.6	Wireless Electronic Communications Devices/Cell Phone - Equipment Only (Service is an ineligible expense.)
15.7	Smart Board (Interactive Whiteboard)
16. Software	
16.1	Computer Software (hazmat related and general office use) – Includes: Emergency Alert System, Emergency Notification Software (will be housed in dispatch center), GIS Software (for EM use only)
17. Visual Aids	
17.1	Digital Camera and Lenses
17.2	Laser Pointer

2021 Authorized Hazmat Response Equipment List

Item Name and Description
<p>1 - FIELD TESTING and DETECTION: Field Testing and Detection are procedures that can be employed in the field. They are utilized to support verification as to the possible presence of, or the specific identification of, industrial chemicals, WMD chemicals and/or biological substances. Field testing and detection incorporate a step-by-step process which utilize a variety of resources, including complete field testing chemical kits, specific chemical testing kits, individual testing paper strips, tickets, and packets, the use of colorimetric tube technology, and biological agent testing kits.</p>
<p>1.1 Color Change Analysis - Non-Electronic [Sub-Category]:</p>
<p>TEST STRIPS/PADS/KITS – Including: pH, OXIDIZER, PEROXIDE, CHEMICAL SPECIFIC, MULTI-ION CLASSIFICATION, WATER QUICK TEST</p>
<p>TEST TABS TEST STRIPS/PADS/KITS for Non-State Type 1/2 Teams ONLY – Including: WMDs, NERVE AGENTS, MUSTARD AGENT, EXPLOSIVE SUBSTANCES for Non-State Type 1/2 Teams ONLY</p>
<p>1.2 Qualitative Analysis, Kits - Non-Electronic [Sub-Category]:</p>
<p>QUALITATIVE TEST KITS AND TUBES – Including: INDUSTRIAL CHEMICALS - KNOWN, INDUSTRIAL CHEMICALS – UNKNOWN, PCBs, CHLORINATED HYDROCARBON, ORGANO-PHOSPHATE, INDUSTRIAL CHEMICALS, WATER CONTAMINATION, 7 INDUSTRIAL CHEMICALS, WATER SAMPLE TAKING</p>
<p>QUALITATIVE TEST KITS for Non-State Type 1/2 Teams ONLY – Including: WMD, WATER TEST - MILITARY, 9 WMD CHEMICALS – MILITARY, WMD CHEMICALS – MICROSCOPY, WMD CHEMICALS - Reagent for Non-State Type 1/2 Teams ONLY</p>
<p>1.3 Qualitative Analysis, Kits - Electronic [Sub-Category]:</p>
<p>CHROMATOGRAPHY, GAS</p>
<p>SPECTROMETRY, MASS or equal</p>
<p>SPECTROSCOPY, INFRA-RED</p>
<p>1.4 Colorimetric Analysis - Non-Electronic [Sub-Category]:</p>
<p>COLORIMETRIC Kit - BASIC INCLUDING: CHIP, MULTI-SENSING</p>
<p>COLORIMETRIC Kit - WMD AND CLAN LAB Special for Non-State Type 1/2 Teams ONLY.</p>
<p>PUMP - BELLOWS, Electric for Non-State Type 1/2 Teams ONLY</p>
<p>2 - AIR MONITORING: The use of electronic devices to monitor for and detect the presence of known or unknown gases or vapors or dangerous environments. Application is ideal for continuous air monitoring with continuous data readout. Platform monitoring begins with ability to provide standard OSHA confined space readings (oxygen presence in %; Flammable atmosphere in LEL; Carbon Monoxide presence, and Hydrogen Sulfide presence). Advanced detection and monitoring may incorporate more sophisticated instruments that differentiate between two or more flammable vapors, and which may directly identify by name a specific flammable or toxic vapor. More advanced air monitoring may also include ability to report parts-per-billion (ppb) readings for toxic substances, and continuous biological survey and monitoring.</p>

2.1 Confined Space Monitoring [Sub-Category]:
CONFINED SPACE OSHA STANDARD Four Gas
CALIBRATION KIT, for above
Cases for Meters
2.2 Multiple Gas Monitoring, Toxic [Sub-Category]:
TOXIC VAPOR INCLUDING: AROMATIC HYDROCARBON (Benzene Ring) and SIMULTANEOUS MULTI-VAPOR
CALIBRATION KITS: For each of the above that may be in Inventory.
Cases for Meters
2.3 Specialty Gas Capability [Sub-Category]:
SPECIALITY GAS MONITORING INCLUDING: AMMONIA, FREONS, HALOGEN GASES, PHOSPHINE, ALDEHYDES, ARSINE, CARBON DIOXIDE, CARBON MONOXIDE, CYANIDES, ETHYLENE OXIDE, HALOGEN ACID VAPORS, HYDROGEN SULFIDE, NITRIC OXIDE, NITROGEN DIOXIDE, SULFUR DIOXIDE, VOLATILE ORGANIC COMPOUNDS (VOC's), OTHER UNSPECIFIED CHEMICAL IN COMMUNITIES
CALIBRATION KITS FOR above
3 - SAMPLING: Sampling is the process of instituting a standard substance collection protocol, and includes: Substance Capturing and collection; Containerizing and Labeling; and preparations for Transportation and Distribution. The latter may include evidence documentation and professional laboratory analysis. Sampling is particularly critical when collecting samples that require further on-scene testing, analysis, and categorization, as well as samples that may become evidence in court or other legal proceedings.
3.1 Substance Capture [Sub-Category]:
SAMPLING TOOLS – Including: FIBERGLASS CLOTH, SPONGE, DRUM SAMPLER, TANKER SAMPLER, ENVIRONMENT DIPPER, TONGS - BEAKER or CRUCIBLE, FORCEPS, FUNNEL, SPATULA, SCOOP, PIPETTES and PIPETTER, BAILERS
3.2 Bulk Liquid Transfer – Mechanical [Sub-Category]:
PUMP – SYPHON for DRUM,
PUMP, ROTARY, Transfer, Metal: Suitable for flammable liquids
PUMP, ROTARY, Transfer, Plastic: Suitable for solvents and corrosive.
PUMP, DIAPHRAGM, HAND
STINGER, SUCTION PROBE

3.3 Containerization, Labeling, Documentation [Sub-Category]:
SAMPLE JARS, VIALS, STOPPERS
BAGS, PLASTIC
BAGS, EVIDENCE.
LABELS, ORDINARY BLANK.
PENS, MARKING, PAINT or INDELIBLE
CHAIN OF EVIDENCE FORMS:
PHOTO, QUALIFICATION and RECONNAISSANCE KIT: Camera

3.4 Transportation [Sub-Category]:
CONTAINER, BIOLOGICAL – Including: PLASTIC, PELICAN CASES, D.O.T. CERTIFIED STAINLESS STEEL, RECOVERY VESSELS FOR COMPRESSED GAS CYLINDERS
ICE CHEST with Locking Lid.

4 - RADIATION MONITORING/DETECTION: The process of instituting devices specifically for the detection of radiation sources. This process should be able to aid response personnel to differentiate between types of radiation; interpret accurately readings from the device; employ a field monitoring plan to conduct geographical survey for the search of suspect radiological sources or contamination spread. Basic criteria include detection and survey capabilities for gamma. Intermediate criteria include detection capabilities for beta. Advanced criteria include detection capabilities for alpha and radioactive nuclides. Radiation detection instruments incorporated into an inventory can be those that are specialized for each form of radiation, or a multi-purpose instrument to detect more than one form of radiation.

4.1 Gamma, Beta, and Alpha Detection and Qualification program [Sub-Category]:
QUALIFICATION PROGRAM METER – GAMMA, BETA Or any combination including ALPHA
QUALIFICATION PROGRAM METER, ALPHA for Non-State Type 1/2 Teams ONLY
POCKET METER, COMBINATION, With Alarm
PROBE, GAMMA, EXTENSION
Maintenance or Calibration Kit: Kits for all devices listed in this sub-category
Cases for Meters

4.2 Dosimeters [Sub-Category]:
DOSIMETER: Including DIRECT READING, TLD, or ELECTRONIC.

5 - CHEMICAL PROTECTIVE CLOTHING: Chemical protective clothing (CPC) which includes complete ensembles (suit, boots, gloves), and may incorporate various configurations (encapsulating, non-encapsulating, jumpsuit, multi-piece) depending upon the level of protection needed. Levels of protection are; Vapor Protective, Liquid-Splash Protective, Chem-Bio Protective Option, and Flash Fire Protective Option. All levels of protection must be compliant with NFPA standards.

5.1 Vapor Protective [Sub-Category]:

VAPOR PROTECTIVE ENSEMBLE (LEVEL A) Including: 1991 Industrial Chemicals, 1991 Flash Fire Escape, 1991 Liquid Gas Protection

VAPOR PROTECTIVE, with 1991 WMD Chemical / Biological Protection or with 1994 WMD Chemical / R NA Biological Protection for Non-State Type 1/2 Teams ONLY

PRESSURE TEST KIT

5.2 Liquid Splash Protective [Sub-Category]:

LIQUID SPLASH PROTECTIVE, NFPA 1992 (Level B), with NFPA 1992 Flash Fire Escape Protection Option, or with NFPA 1992 Liquefied Gas Protection Option

LIQUID SPLASH PROTECTIVE, with NFPA 1994 Class 3 WMD Chemical / Biological Protection for Non-State Type 1/2 Teams ONLY

TURNOUT GEAR/ ENSEMBLE, includes coats, pants, helmets, nomex boots, gloves, and boots Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting. All turnout gear (PPE) must be for HazMat incidents only (flammable/combustible incidents) when flame/thermal protection is required. All turnout gear must meet NFPA 1971 & 1851 standards.

Turnout gear purchased under this grant must be clearly identified for HazMat use only

5.3 Limited Use Protective [Sub-Category]:

LIMITED USE, Splash Protective

LIMITED USE, WMD SPLASH THREAT, NFPA 1994, Class Three or NFPA 1994, Class Four for Non-State Type 1/2 Teams ONLY

6 - ANCILLARY PROTECTIVE EQUIPMENT: Ancillary protective equipment are items that are available as separates, and even though some are supplied with chemical protective clothing to provide a complete ensemble (i.e. gloves, boots, booties), it is often necessary to maintain inventories of separates as replacement items. Whenever possible, replacement items should meet the same standards or certification criteria as that which was first supplied with the CPC from the manufacturer.

6.1 Hand Protection /Gloves [Sub-Category]:

REPLACEMENT GLOVES – Including: Vapor Protective Compliant to NFPA Standard 1991, Liquid Splash Protective Compliant to NFPA Standard 1992, and UNDER-GLOVE Light weight chemical resistant disposable type

Gloves for Non-State Type 1/2 Teams ONLY – Including: HIGH TEMPERATURE Protective Glove, ULTRA-HIGH TEMPERATURE Protective Glove, ULTRA-COLD Protective Glove, and RADIOLOGICAL Protective Glove

6.2 Foot Protection [Sub-Category]:

BOOTS, CHEMICAL RESISTANT and BOOTIES, OUTER PROTECTIVE

6.3 Head and Eye Protection [Sub-Category]:

HELMET

GOGGLES.

6.4 Support Systems [Sub-Category]:

UNDERGARMENT, FIRE RESISTANT

COOLING SYSTEM, Vest

COOLING SYSTEM for Non-State Type 1/2 Teams ONLY – Including: Jumpsuit and Umbilical Air: .

VESTS, I.C.S., HazMat Group

7 - TECHNICAL REFERENCE: Access to and use of various databases, chemical substance data depositories, and other guidelines and safety data sheets, either in print format, electronic format, stand-alone computer programs, or data available via telecommunications. The interpretation of data collected from electronic devices and chemical testing procedures. For those references and electronic databases that are updated with annual or periodic revisions or new editions, library should insure that no reference is over 5 years old.

7.1 Printed References, Industrial and WMD Chemicals [Sub-Category]:

Printed References – Including: DATABASE TYPE, GUIDEBOOK TYPE, SPECIALTY TYPE, REGULATORY TYPE, and 6 WMD Chemical / Biological Substances

7.2 Electronic References, Industrial and WMD Chemicals [Sub-Category]:

Electronic References DATABASE TYPE, GUIDEBOOK TYPE, SPECIALTY TYPE Electronic and WMD Chemical / Biological Substances)

7.3 Plume Air Modeling, Program Support [Sub-category]:

AIR MODELING Software - Including: Database, , Overlay / Plume Display, Software, Overlay / Mapping Software, Stand-Alone, and REAL TIME Data Downfeed

7.4 Computer, Support Hardware, Software [Sub-Category]:

COMPUTER: One (1) desktop, laptop or tablet, mounted in (or designated to be used with) hazmat vehicle with battery backup, and with flexibility to accommodate noted "Requirements" for a complete system. Basic "system that must include: Printer capability, Scan capability, Duplication capability, Graphics Hardware, CD/DVD Drive capability, USB Support, Operating System and Document Processing

PRINTER, with the ability to perform all 3 functions: PRINT, SCAN, and DUPLICATE. Separate components or combination components acceptable requirements.

Computer Peripherals – Includes: Computer Mouse, Computer Scanner, CD/DVD Reader/Writer, Ethernet Switch/Connector, Hard Drive Expansion, Modem, Web Camera, Speakers to plug into a computer, ACCESS TO INTERNET – Wireless or Wired

SOFTWARE - Includes: OPERATING SYSTEM: DOCUMENT PROCESSING, FORMAT CONVERSION, PROTECTION (antivirus firewall, etc.)

SOFTWARE LICENSES FOR EQUIPMENT

8 - SPECIAL CAPABILITIES: Additional capabilities that would augment a particular level or Type of company, and would provide beneficial assets utilizing highly specialized equipment. These instruments utilize various advanced technologies such as; 1) Ambient light amplification; 2) Infra-red light detection and thermal imaging; 3) Ground positioning systems (GPS) or other locator systems; 4) Ultra-sonic (ultra-high or ultra-low frequency) detection; And 5) digital wireless transmission.

8.1 Advanced Technologies; Vision, Heat, Sound [Sub-Category]:

LIGHT AMPLIFICATION - Includes SCOPE, BASIC, INTERCHANGEABLE Body, LENSES, and Camera

INFRA-RED – Includes: SCOPE, Temperature Sensing, Hand-Held imaging, Mountable, PROBE, and CAMERA.

PERSONAL IDENTIFICATION BEACON, Infra-Red, L.E.D.

PERSONAL TRACKER transmitter.

SOUND SENSING, Ultra-Sonic

CAMERA, VIDEO, PROBE, Wireless

UNMANNED AIRCRAFT SYSTEM (DRONES) Includes unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft for use by the Hazmat Response Team - All UAS operations must comply with all State and Federal regulations and All UAS flight crew members must be properly trained for their position, and where applicable, must maintain certifications or licenses as required by Federal regulations and the policies set forth by their employing agency.

8.2 Advanced Technologies; Weather, GPS [Sub-Category]:

WEATHER STATION – Includes: Basic Kit, Wireless Digital Support, Software Support, and GPS Personal Receiver/Transmitter. .

9 - INTERVENTION: Includes the following: Employment of chemical means such as neutralization and encapsulation; Employment of environmental means such as absorption, dams, dikes, channeling, and placement of booms; and Employment of mechanical means of intervention to contain and control, including: plugging, patching, off-loading, tank stabilization.

9.1 Chemical Intervention [Sub-Category]:

NEUTRALIZATION – Include: Acids and Alkali (Bases)

ENCAPSULATING SPREADABLE POWDER/GRANULAR – Includes: General Purpose (and suitable for Pesticides), Formaldehyde, Polar, and Non-Polar Solvents

FIRE EXTINGUISHER, CLASS "D"

VAPOR SUPPRESSION/FIRE EXTINGUISHMENT, CLASS "B" FOAM.

9.2 Environmental Intervention [Sub-Category]:
ABSORBENT- Includes: Polar or NON-POLAR SOLVENT Pads, Rolls, Pigs, Socks, Mini-booms, and Pillows.
ABSORBENT – Mercury Kit
BOOM, CONTAINMENT – Includes: Non-Absorbing and Oil Absorbing.
PIPE, PLASTIC
9.3 Mechanical Intervention [Sub-Category]:
CHLORINE, SULFUR DIOXIDE, ANHYDROUS AMMONIA" A", "B", and "C" Kits
MIDLAND RAIL TANK CAR Three Part Kit
PATCH AND REPAIR, PIPE, LIQUIDS – Includes: Standard, Extended Kit and Heavy Duty Kit
CLAMP, PIPE, GAS, Line, Mechanical or Hydraulic for Non-State Type 1/2 Teams ONLY
PATCH, PIPE, LIQUID, Pneumatic – Includes: Flange or Bandage
PATCH, TANKER, LIQUID – Includes Side, Drainage Control, End, and Suction Cup.
PATCH, DRUM, LIQUID – Includes: Magnetic, Pneumatic, Suction Cup, Compression, and Cribbing
PLUGS, STOPPER, LIQUID - Includes: Compression, Replacement, Extra Large, Tapered, Ball, Half-Round, "T" Bolt, Conical Drain, Pneumatic, Expansion, Vented, Specialized, Inflatable, Drain and Sewer, End Cap, Dowels, Wood Wedges, and Boiler Threaded
DOMELID LOCK – Includes: Screw Clamp and Spring Loaded
10 - DECONTAMINATION: Each company type must be self-sufficient and maintain the ability to provide decontamination for members of their own entry team. Further, this the decontamination must be appropriate for the typing level of that company. A Type 3 company must be capable of providing decon for known chemical substances for not less than liquid splash and solid particulate contact. Type 2 and Type 1 companies must be capable of providing decon for unknown solid, liquid and vapor industrial chemical substances. A Type 1 Type company must be capable of providing decon for WMD Chemical/Biological solid, liquid and vapor threat contact. Sufficient sizes, types, and quantities of adapters, nozzles, hose, wands, manifolds and other tools must be on hand to support at least one gross de-con shower station, and at least two additional rinse stations.
10.1 Ground Protection [Sub-Category]:
TARPS, PLASTIC – Includes: Ground Cover and Carry-All
SHEETING, PLASTIC, ROLL, Heavy Duty
CATCH BASIN
SHOWER, GROSS DECONTAMINATION
EYE WASH

POOL, PORTABLE, LARGE

10.2 Support Tools for Decontamination [Sub-Category]:

STOOLS, Portable

BRUSHES -Includes: LONG and SHORT HANDLE, SOFT BRISTLE, RAT TAIL, and CAR WASH

SPONGE, SET

TOWELS, ABSORBENT, DRYING and DISPOSABLE

BLANKETS, DISPOSABLE:

CADAVER BAGS

CLOTHING, MODESTY

TRAFFIC CONES – Includes: Ordinary, Reflective, and Miniature

SOAP or DETERGENT, SOFT, Biodegradable

CHEM-TAPE

CLOTHING REMOVAL TOOLS

PERSONAL PROPERTY TRACKING

HOT WATER HEATER

10.3 Water Supply, Distribution Tools [Sub-Category]:

ADAPTOR, 1 ½" to Garden Hose Reducer(s):

MANIFOLD – Includes: HEAVY AND LIGHT DUTY

HOSE, GARDEN

HOSE, GARDEN, SHUT-OFF, In Line

WRENCH, HYDRANT, UNIVERSAL:

APPLICATOR, NOZZLE, Garden Hose Adjustable

APPLICATOR, PRESSURE, Garden Sprayer

10.4 Collection [Sub-Category]:

BUCKETS
BAGS, HEAVY DUTY YARD, Large
DEBRIS COLLECTION UNIT
DRUM, CONTAINMENT UNIT, 85 to 95 Gallon
DRUM, OVER-PACK UNIT, 110 Gallon
DRUM, LINER, 85 to 95 Gallon
11 - COMMUNICATIONS: Personnel utilizing chemical, vapor or liquid splash protective clothing, shall utilize and maintain communications of sufficient type and quality as to provide for safe communications between the entry team leader and members of the team, as well as between one another. Other communication devices include: Cellular phones and satellite phone capability for the purpose of verbal, data and imagery exchange.
11.1 Radio [Sub-Category]:
RADIO, PORTABLE – Includes: Intrinsically Safe (I.S.), Voice Scrambler, Headphone Set (NOT for in-suit use), In-Suit Communications, Hands-Free “Voice Actuated”, and Interchangeable battery Intrinsically Safe (I.S.) for Portable Radios. Communications projects and equipment must comply with Wisconsin’s Statewide Interoperability Communications Plan, including Annex K from the Statewide Mutual Aid Frequency Plan. Mobile radios shall be WISCOM capable and programmed with the Statewide Mutual Aid Talkgroups, Statewide Interoperability Talkgroups (STACs) and all Regional Interoperability Talkgroups (RTACs)
RADIO Charging System
RADIO, VEHICLE MOUNTED – Communications projects and equipment must comply with Wisconsin’s Statewide Interoperability Communications Plan, including Annex K from the Statewide Mutual Aid Frequency Plan. Mobile radios shall be WISCOM capable and programmed with the Statewide Mutual Aid Talkgroups, Statewide Interoperability Talkgroups (STACs) and all Regional Interoperability Talkgroups (RTACs)
11.2 Cellular Phone [Sub-Category]:
PHONE, CELLULAR
PHONE, Satellite
Pager
12 - RESPIRATORY PROTECTION: Respiratory protection shall be of an approved type in compliance with Cal/OSHA regulations so as to provide personnel adequate respiratory protection when utilizing chemical protective clothing. Only SCBA can be used in environments involving unknown respiratory hazards, known respiratory hazards in excess of IDLH, and known or unknown respiratory hazards in excess of TLV-STEL where there is no on-going and continuous monitoring for the specific airborne threat. Only when continuous monitoring for the specific airborne threat is in place and functioning, and the detected threat is declared to be below IDLH but above TLV-STEL, can respiratory protection be downgraded from SCBA to APR or PAPR.
12.1 Self-Contained [Sub-Category]:
SCBA, COMPLETE, STRUCTURAL, 1 Hour Rating or 45 minute reduced profile cylinder
MASK, FULL-FACE, STRUCTURAL

MASK, HEADS-UP-DISPLAY
MASK, BUILT-IN COMMUNICATIONS Interface
BOTTLE, Spare
SUPPORT, UMBILICAL AIR
SCBA Case

12.2 Air Purifying Respirator [Sub-Category]:
MASK and UNIT, APR, INDUSTRIAL
MASK and UNIT, PAPR, INDUSTRIAL
CARTRIDGES, APR or PAPR, INDUSTRIAL
CARTRIDGES, APR or PAPR, CBRN for Non-State Type 1/2 Teams ONLY

13 - TOOLS / OTHER: Hand tools may be used in all phases of hazardous materials mitigation. Hand tools may be used to collect samples, contain/control materials and runoff, move drums, boxes cylinders, recover victims, transport equipment.

13.1 General Purpose, Hand Tools, Large [Sub-Category]:
HAND TOOLS, LARGE – Including: SHOVEL, BROOM, DRUM UPENDER/HANDLING DOLLY, HAMMER, WRECKING BAR,
COOLER, Rehydration
MEGAPHONE
FIRST AID, Kit – Includes: Large and TRAUMA
MEDICAL MONITORING, Kit
FIRST AID, BLOOD PRESSURE MONITOR, Digital
ZONE MARKING, Kit
BARRICADE TAPE, CADDY
SCOPE, Spotting

13.2 General Purpose, Hand Tools, Small [Sub-Category]:
HAND TOOLS, SMALL - Including: HAMMER, SCREWDRIVER, PLIERS, LOCKING PLIERS, ALLEN WRENCH, CRESECENT WRENCH, PIPE WRENCH, COMBINATION WRENCH, PIPE WRENCH, SOCKET WRENCH, CHISEL, PUNCH PIN, TAPE MEASURE, PUTTY KNIFE, UTILITY KNIFE, SHEARS, RATCHET STRAPS, STOP WATCH, LIFE SAFETY LINE/ROPE, Hardware for Life Safety or Rescue Operations

13.3 Special Purpose Hand Tools [Sub-Category]:
GROUNDING, CABLE
GROUNDING, ROD
LIGHT PROBE, Fluorescent
AIR BAG, LIFTING, High Pressure, Kit
NON-SPARKING HAND TOOLS – Including: SLEDGE HAMMER, HAMMER, SCREWDRIVER, PLIERS, LOCKING PLIERS, BUNG WRENCH, CRESCENT WRENCH, PIPR WRENCH, COMBINATION WRENCH, SOCKET WRENCH, PUTTY KNIFE, SHEARS
RADIANT HEAT SURFACE Temperature Reading - Direct contact
RADIANT HEAT SURFACE SENSING - Temperature Sensitive Crayon Kit
REFRIGERATOR, UTILITY, Small

ATTACHMENT B

In-Kind Match List

2021 Authorized In-Kind Match List

Item Name and Description
Expenditure - Computer related services for EM Office
Expenditure - Computer related equipment for EM Office
Donation - Computer related services for EM Office
Donation - Computer related equipment for EM Office
Expenditure - Hazmat team training
Expenditure - Hazmat team contracts/retainer fees
Expenditure - Hazmat team physicals
Donation - Hazmat related legal services
Donation - Hazmat related medical services
Donation - Hazmat related accounting services
Donation - Hazmat related training services
Donation - Hazmat specific response equipment
Donation - Cash

ATTACHMENT C

Grant Cover Letter Template

2021 Computer and Hazmat Response Equipment Grant Application

Grant Period - 1/1/2021 through 12/31/2021

County Name: _____

Contact Person: _____

Contact Phone: _____

Contact Email Address: _____

Computer Equipment

Total Expenditure Request: \$ _____

Hazmat Response Equipment (only for those counties with identified county hazmat teams)

Total Expenditure Request: \$ _____

AUTHORIZATION:

I hereby certify that all data provided in this grant application are true and correct. I have read and understand the Grant Assurances and Policies. This application has been approved by the Local Emergency Planning Committee and supporting documentation for this application will be maintained at the local level. The applicant has complied with the assurances as stated in the 2021 EPCRA Computer and Hazmat Response Equipment Grant Announcement and with the guidelines stated in that document. All hazardous material response equipment purchased under this grant has been identified as equipment needed by the hazmat response team.

Signature of LEPC Chair or Authorized County Official

Date

Title of Signatory

ATTACHMENT D

Sample of Authority Delegation Letter

[PLACE ON YOUR LEPC LETTERHEAD]

SAMPLE

LEPC CHAIR SIGNATURE DESIGNATION AND AUTHORIZATION

[DATE]

[COUNTY NAME] EMERGENCY MANAGEMENT

Attention: [ENTER COUNTY CONTACT NAME]

[ENTER MAILING ADDRESS]

[ENTER CITY, VILLAGE OR TOWN; STATE; ZIP]

[ENTER COUNTY CONTACT NAME]:

As the [COUNTY NAME] LEPC Chair I hereby designate and authorize [enter name and title] to review and sign on my behalf for all matters relating to federal, state and/or local regulations to meet the applicable requirements established under U.S. Code Title 42 Chapter 116 (Title III of the Superfund Amendment and Reauthorization Act), and Wisconsin Statutes, Chapters 323.60 and 323.61, as well as WEM (Wisconsin Emergency Management) administrative and grant policies pertaining to the EPCRA (Emergency Planning and Community-Right-To-Know Act) Program.

Thank you in advance for your cooperation on this very important matter.

Sincerely,

[ENTER COUNTY LEPC CHAIR PERSON NAME]

Cc: [COUNTY NAME] Emergency Manager
WEM Region Director
WEM EPCRA Program Manager

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2021</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Human Services Department - Hope Otto

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. Hope Otto/designee

Does the County Executive know of this request: Yes

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

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: Health & Human Development Committee

Date Considered by Committee: 7/21/2021 Date of County Board Meeting to be Introduced: 7/27/2021

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:

Elimination of 1 FTE Contracted Economic Support Specialist, creation of 1 FTE Non Rep Non Exempt N061 Economic Support Specialist effective 8/14/2021, and transfer of \$27,995 within the Human Services 2021 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
HUMAN SERVICES - BUDGET PAGE 33-22						
CONTRACTED SERVICES-CHILD CARE	4309990.404500	198,423	142,777	(25,195)	173,228	117,582
STATE/FED REVENUE - IM	4309990.301500	(3,296,046)	(2,861,083)	(2,800)	(3,298,846)	(2,863,883)
TOTAL SOURCES				(27,995)		
HUMAN SERVICES - BUDGET PAGE 33-22						
WAGES	4309990.401000	2,697,297	1,441,342	18,823	2,716,120	1,460,165
WORKER'S COMP	4309990.402210	20,229	10,801	141	20,370	10,942
SOCIAL SECURITY	4309990.402220	206,342	115,428	1,440	207,782	116,868
RETIREMENT	4309990.402230	218,475	117,471	1,525	220,000	118,996
DISABILITY INSURANCE	4309990.402240	26,965	14,150	188	27,153	14,338
GROUP INSURANCE	4309990.402260	820,365	394,527	5,577	825,942	400,104
LIFE INSURANCE	4309990.402270	13,436	6,321	94	13,530	6,415
PUBLIC LIABILITY	4309990.436000	29,672	15,845	207	29,879	16,052
TOTAL USES				27,995		
				0		

FINANCE COMMITTEE RECOMMENDATION

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

FOR	AGAINST

5b2

JULY-27-2021

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2021

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Position will be effective August 14, 2021						
HUMAN SERVICES - ECONOMIC SUPPORT						
-1.000	C/S ECONOMIC SUPPORT SPECIALIST				(25,195)	(25,195)
1.000	N061 ECONOMIC SUPPORT SPECIALIST		18,823	9,172		27,995
<u>0.000</u>		Total for HUMAN SERVICES	<u>18,823</u>	<u>9,172</u>	<u>(25,195)</u>	<u>2,800</u>

This resolution authorizes the hire of a current internal employee at the max salary of this pay scale at \$48,541

5b-3

MEMORANDUM

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

FROM: Hope Otto
Human Services Director

RE: Creation Economic Support Specialist Position

I am requesting the elimination of 1 FTE Contracted Child Care Certification (Economic Support Specialist position) and creation of an Economic Support Specialist County position. The latest projections show underspending at a rate of over \$200,00 of Child Care allocations.

As a county employee, this position is able to determine eligibility and perform additional duties under Income Maintenance programs. We have become increasingly busy in the area of certification as many of the COVID19 policies sunset increasing the workload. We have managed as many of 32 in home certified child care providers and have 24 pending applications. We continue to advertise and do outreach to ensure we are able to provide provider options for our County's families. We are also responsible for continuous education, home visits and working with providers to ensure they meet all of the Department of Children expectations set for in home child care. The additional position will assist with the increased workload and may allow us to stop pulling staff from other areas to assist certification.

This position will be funded 90% by Wisconsin Shares and 10% Income Maintenance.

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2021</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Hope Otto, Human Services Director

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. Hope Otto

Does the County Executive know of this request: Yes

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

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: 7/21/2021 Date of County Board Meeting to be Introduced: 7/27/2021

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:

Elimination of 1 FTE Contracted Financial Empowerment Counselor, creation of 1 FTE Non Rep Non Exempt N070 Financial Empowerment Counselor effective 8/14/2021 and transfer of \$30,134 within the Human Services Department 2021 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
HUMAN SERVICES DEPARTMENT		2021 Budget Pages 33-22				
CONTRACTED SERVICES	4211200.404500	217,617	206,037	(30,134)	187,483	175,903
TOTAL SOURCES				(30,134)		
HUMAN SERVICES DEPARTMENT		2021 Budget Pages 33-22				
WAGES	4206990.401000	2,372,326	1,286,347	20,619	2,392,945	1,306,966
WORKER'S COMP	4206990.402210	17,792	9,457	155	17,947	9,612
SOCIAL SECURITY	4206990.402220	179,168	98,041	1,577	180,745	99,618
RETIREMENT	4206990.402230	192,158	103,449	1,670	193,828	105,119
DISABILITY INSURANCE	4206990.402240	23,725	13,114	206	23,931	13,320
GROUP INSURANCE	4206990.402260	609,250	318,163	5,577	614,827	323,740
LIFE INSURANCE	4206990.402270	11,816	5,887	103	11,919	5,990
PUBLIC LIABILITY	4206990.436000	26,097	13,872	227	26,324	14,099
TOTAL USES				30,134		
				0		

FINANCE COMMITTEE RECOMMENDATION

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

REASONS

FOR	AGAINST

5c-2

JULY-27-2021

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2021

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Position created will be effective August 14, 2021						
HUMAN SERVICES DEPARTMENT						
-1.000	C/S Financial Empowerment Counselor				(30,134)	0
1.000	Financial Empowerment Counselor	N070	20,619	9,515		
<u>0.000</u>	Total for HUMAN SERVICES		<u>20,619</u>	<u>9,515</u>	<u>(30,134)</u>	<u>0</u>

This resolution authorizes the hire of a current internal employee at the max salary of this pay scale at \$53,609

5c-3

MEMORANDUM

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

FROM: Hope Otto
Human Services Director

RE: Creation of Here to Help Coordinator

The Here to Help Program launched early in the COVID-19 pandemic as a proactive effort to reach families facing barriers to services amid closures and stay-at-home orders. In the time since, Here to Help has played a crucial role in keeping people in their homes through emergency rental and mortgage assistance, as well as in helping residents navigate various public systems.

Since last May, Here to Help has handled 5,018 calls. This includes calls and messages into Here to Help, as well as proactive calls from staff to residents. From those 5,000-plus calls, program staff have made over 1,000 referrals to services – ranging from rent, food, shelter, mental health counseling, unemployment assistance and personal safety. The Racine County Human Services Department redirected staff from other areas to keep up with demand and ensure residents' essential needs could be met.

I am suggesting eliminating a current vacant contract position and create a new county position for the Here to Help program. Due to hiring challenges of finding experienced contract employees, desire to keep internal employees within our system, this change is necessary to meet demand created by high numbers of unemployment and homelessness from the impact of Covid.

REQUEST FOR COUNTY BOARD ACTION

YEAR	2021		Resolution Request
			Ordinance Request
		X	Report Request

Requestor/Originator: Finance Department - Brian Nelson

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. Brian Nelson

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? _____

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: 7/21/2021 Date of County Board Meeting to be Introduced: _____

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:

2021 2nd Quarter Racine County Accepted Donations

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.



JONATHAN DELAGRAVE

Office of the County Executive

730 Wisconsin Avenue

Racine, WI 53403

262-636-3273

fax: 262-636-3549

jonathan.delagrave@racinecounty.com

July 13, 2021

To: Robert Miller
Chairman, Finance and Human Resources Committee

From: Racine County Executive Jonathan Delagrave

Re: **2021 2nd Quarter Racine County Accepted Donations**

In compliance with Section 7-2c of the Racine County Code of Ordinances, I am hereby notifying you of those gifts and donations that I have accepted on behalf of Racine County between April 1 and June 30, 2021. Gifts of real estate are approved by the Board of Supervisors, and therefore not included on this list.

Donor	Donor Program	Donation
First Presbyterian Church of Racine	HSD-Foster Care Sunshine Club	1,261.00
Racine Community Foundation	HSD-Here to Help	50,000.00
Racine Community Foundation	HSD-Here to Help	2,500.00
United Way of Racine County	HSD-Here to Help	50,000.00
Gretchen Neubauer	HSD-Youth Summer Jobs Initiative	500.00
Green Bay Packers	HSD-Youth Summer Jobs Initiative	2,000.00
Premier Solutions Group LLC	HSD-Youth Summer Jobs Initiative	250.00
Fellowship Missionary Baptist Church	HSD-Youth Summer Jobs Initiative	250.00
Lesia Hill-Driver	HSD-Youth Summer Jobs Initiative	2,000.00
New Life Christian Fellowship/Roy Carter	HSD-Youth Summer Jobs Initiative	250.00
Greater Mt. Eagle Baptist Church/Keith Evans	HSD-Youth Summer Jobs Initiative	500.00
Riley Construction Co/Chris Meier	HSD-Youth Summer Jobs Initiative	500.00
Betty Pace	HSD-Youth Summer Jobs Initiative	2,000.00
Changing Lives Ministries	HSD-Youth Summer Jobs Initiative	2,000.00
Village of Mt. Pleasant	HSD-Youth Summer Jobs Initiative	2,000.00
Al Gardner	HSD-Youth Summer Jobs Initiative	1,000.00
Gilbane Building Company	HSD-Youth Summer Jobs Initiative	2,000.00
Racine Area Manufacturers and Commerce	HSD-Youth Summer Jobs Initiative	500.00
Lorraine Gardner	HSD-Youth Summer Jobs Initiative	200.00
CG Schmidt Construction	HSD-Youth Summer Jobs Initiative	1,000.00
Arthel and April Johnson-Howell	HSD-Youth Summer Jobs Initiative	2,000.00
Zoe Outreach Ministries	HSD-Youth Summer Jobs Initiative	2,000.00
Lee Plumbing Mechanical Contractors	HSD-Youth Summer Jobs Initiative	250.00
Chrishirella Warthen-Sutton	HSD-Youth Summer Jobs Initiative	125.00
Terrence Wall Revocable Trust	HSD-Youth Summer Jobs Initiative	2,000.00

6-2

Donald Trottier Jr.	HSD-Youth Summer Jobs Initiative	100.00
David and Beth Weiss	HSD-Youth Summer Jobs Initiative	100.00
Gateway Technical College	HSD-Youth Summer Jobs Initiative	5,000.00
Robert and Kathleen Hawkins	Racine County Veterans Services	200.00
ReAnn and Scott Holmes	Racine County Veterans Services	250.00
Lake County Veterans and Family Services	Racine County Veterans Services	2,500.00
Reta Weber	Racine County Veterans Services	50.00
Wendy Cramer	Racine County Veterans Services	50.00
James Torres/Janet Stroud	Racine County Veterans Services	50.00
Racine Community Foundation	Senior Nutrition Program	1,500.00
Andrew Kwaterski	Sheriff's Office-Deputy Friendly	75.00
Michael and Anne Mass	Sheriff's Office-Deputy Friendly	30.00
Gerald and Cynthia Werner	Sheriff's Office-K9	100.00
Jody Davis	Sheriff's Office-K9	275.00
Alan and Paula Jaspersen	Sheriff's Office-K9	250.00
Union Grove Piggly Wiggly	Sheriff's Office-K9	100.00
Mabel Schumacher	Sheriff's Office-K9	500.00
Stein's Aircraft Services Kenosha	Sheriff's Office-K9	300.00
NATCA Local Enw	Sheriff's Office-K9	100.00
Tye Hammerle	Sheriff's Office-K9	50.00
Frank and Merrie Kachelmeier	Sheriff's Office-K9	25.00
James and Cynthia Cetera	Sheriff's Office-K9	25.00
Steven Treadwell	Sheriff's Office-K9	475.00
Austin Cole	Sheriff's Office-K9	500.00
7 Mile Fair	Sheriff's Office-K9	2,000.00
SandalStone Ventures	Sheriff's Office-K9	100.00
Diane and John Pounder	Sheriff's Office-K9	1,000.00
Terry and Linda Resch	Sheriff's Office-K9	300.00
Roger and Tracy Kram	Sheriff's Office-K9	150.00
Jeffrey and Carla Cobb	Sheriff's Office-K9	50.00
Suzanne and William Coe	Sheriff's Office-K9	50.00
Burlington RV	Sheriff's Office-K9	100.00
Danny Buse Memorial	Sheriff's Office-K9	425.00
Dennis Macemon	Sheriff's Office-K9	100.00
Economy Electronic	Sheriff's Office-K9	500.00
Kathleen Rotkis	Sheriff's Office-K9	25.00
Emma Loves Dogs	Sheriff's Office-K9	7,000.00

I hope that you will join me in thanking all these donors, who have been so civic minded and generous.

Sincerely,

Jonathan Delagrave
County Executive

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**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
Zachary Eifert, Youth in Governance Representative
Keilani Trujillo, 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. ***

“Pursuant to the Racine County Executive’s Administrative Order dated March 26, 2020 and Racine County Resolution No. 2020-51 – and in keeping with guidelines and recommendations of local, state, and federal health officials – members of the public are encouraged to participate in the meeting via phone conferencing at the below call in information rather than attending the meeting in person. Members of the public will, however, be permitted to attend the meeting in person but are advised to maintain social distancing of at least six (6) feet from any other person and shall be required to wear a face mask pursuant to Governor Evers’ Executive Order #1 and Racine County Executive Administrative Order dated July 23, 2020.

Seating for the public is very limited due to social distancing requirements and members of the public, staff, and/or youth-in-governance representatives may be directed to a separate viewing and observation area within the Ives Grove Auditorium.

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The public may also access this meeting by:

Browsing to this web address on a computer or smartphone:

<https://racinecounty.webex.com/racinecounty/onstage/g.php?MTID=e96c2d029c4a7e448038aec1bad5ea51d>

Password: budget2021

via Facebook live at <http://www.facebook.com/RacineCounty>

Or by calling: 1-408-418-9388

Access code: 146 115 8215

NOTICE OF MEETING OF THE

FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **MONDAY OCTOBER 12, 2020**

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

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

Prior Years

AGENDA –

1. Convene Meeting

2. Chairman Comments
3. Approval of Minutes from the October 7, 2020 committee meeting.
4. Finance Director Brian Nelson – 2020 Budget Highlight – Budget Summary Pages 1 - 11
5. The Committee will review the following individual Department Budgets with Department Heads:
 - a) Human Service Department including Human Services Divisions, Veterans, Health Services, Racine County Alternatives Program, Medical Examiner's Office and UW Extension – Human Services Sections 33 – 38
 - b) Sheriff's Office including Emergency Management and Jail – Criminal Justice & Courts Sections 30 – 32 and Capital in Statistical Section 46 Page 45
6. Staff Report – No Action Items.
 - a) Finance & Human Resources Committee – Next Meeting will be Tuesday October 13, 2020
7. Adjournment

Prior Years
8-b-2

**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 Trotter
Supervisor John A. Wisch
Zachary Eifert, Youth in Governance Representative
Madhura Sathyanarayanan, Youth in Governance Representative

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9Password: budget2021

via Facebook live at <http://www.facebook.com/RacineCounty>

Or by calling: 1-408-418-9388

Access code: 146 506 3377

NOTICE OF MEETING OF THE

FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **TUESDAY OCTOBER 13, 2020**

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

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

AGENDA –

1. Convene Meeting

Prior years

8-b-3

2. Chairman Comments
3. Approval of Minutes from the October 12, 2020 committee meeting.
4. The Committee will review the following individual Department Budgets with Department Heads:
 - a) County Executive – Governmental Services Section 3
 - b) Data & Performance Analytics – Administrative Services Section 11
 - c) County Board – Governmental Services Section 1
 - d) County Clerk – Governmental Services Section 2
 - e) County Treasurer – Governmental Services Section 4
 - f) Register of Deeds – Governmental Services Section 5
 - g) Clerk of Courts – Criminal Justice & Courts Section 27 and Capital in Statistical Section 46 Page 44 (within Facilities Management) and Page 45
 - h) District Attorney’s Office including Victim Witness Office – Criminal Justice & Courts Sections 28 & 29
 - i) Cultural Activities – Miscellaneous Dept Section 42 and Capital in Statistical Section 46 Page 45
 - j) Lakeshore Library System – Miscellaneous Dept Section 44
 - k) Bad Debt – Miscellaneous Dept Section 39
 - l) County Schools – Miscellaneous Dept Section 41
 - m) Debt Service – Miscellaneous Dept Section 43
5. Staff Report – No Action Items.
 - a) Finance & Human Resources Committee – Next Meeting will be Wednesday October 14, 2020 at 5:00 pm
6. Adjournment

*Prior Years
8-6-4*

**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

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Password: budget2021

via Facebook live at <http://www.facebook.com/RacineCounty>

Or by calling: 1-408-418-9388

Access code: 146 615 9878

NOTICE OF MEETING OF THE

FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **WEDNESDAY OCTOBER 14, 2020**

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

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

AGENDA –

1. Convene Meeting

Prior Years
8-6-5'

2. Chairman Comments
3. Approval of Minutes from the October 13, 2020 committee meeting.
4. The Committee will review the following individual Department Budgets with Department Heads:
 - a) Communications Department – Administrative Services Section 6
 - b) Information Technology – Administrative Services Section 16 and Capital in Statistical Section 46 Page 43
 - c) Human Resources – Administrative Services Section 15
 - d) Corporation Counsel including Office of Child Support Services and Facilities Management – Administrative Services Sections 8 – 10 and Capital in Statistical Section 46 Page 44
 - e) Reefpoint Marina – Public Works & Development Services Section 24 and Capital in Statistical Section 46 Page 43
 - f) Public Works & Development Services including Development Services, Golf Division, Highway Division, Land Conservation Division, Land Information Office, Parks Division, Sports Complex and Southeastern Wisconsin Regional Planning Commission (SEWRPC) – Public Works & Development Services Sections 18 – 23 & 25 - 26 and Capital in Statistical Section 46 Pages 41 – 43 and Page 44
 - g) Finance Department including Print & Services Division – Administrative Services Sections 13 & 14 and Capital in Statistical Section 46 Page 46
5. Staff Report – No Action Items.
 - a) Finance & Human Resources Committee – Next Meeting will be Thursday October 22, 2020 at 5:00 pm
6. Adjournment

Prior Years
8-b-6