

Modification A to Contract #21-221-01

This contract modification is between RACINE COUNTY HUMAN SERVICES DEPARTMENT whose business address is 1717 Taylor Avenue, Racine, Wisconsin 53403 and Provider Racine Area Manufacturers and Commerce, whose principal business address is 300 5th Street, Racine, Wisconsin 53403.

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

1 North Receptionist:

Increase account 39006.010.990.404500 by \$6,000 with a new balance of \$46,444.



Program allocation increased to \$46,444.


DM

Any modifications to the total amount allocated for provision of the services outlined in this contract are indicated on the attached Budget Sheet (Attachment A).

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

(signed) Anna Clementi
Anna Clementi (Nov 23, 2021 14:10 CST)
Provider's Authorized Representative

Nov 23, 2021
Date

(signed) Hope Otto
Hope Otto (Nov 22, 2021 15:44 CST)
Racine County Human Services Director

Nov 22, 2021
Date

(signed) [Signature]
Racine County Executive

11-30-2021
Date

(signed) [Signature]
Racine County Corporation Counsel

12-01-2021
Date

(signed) [Signature]
Racine County Finance Director

11/29/21
Date

(signed) [Signature]
Racine County Clerk

11/30/2021
Date

(signed) _____
Racine County Board Chairperson

Date

PROGRAM DESCRIPTION

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

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

Provider agrees to use reasonable efforts to ensure the continuity of staff assigned to perform services under this contract. In the case of provider employee absence due to planned vacation, training or other reasons, Provider will make every effort to provide support if requested by County.

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

1 North Receptionist

REPORTS TO: Supervisor of the CPS Ongoing Unit

JOB SUMMARY:

This position is responsible for greeting, answering inquiries and obtaining information for the general public, customers, visitors and other individuals entering or calling the Racine County Workforce Solutions. All customers will be directed to the appropriate services/programs or staff will be notified of the customer's arrival.

ESSENTIAL FUNCTIONS:

1. Promptly, accurately, professionally and courteously answers all telephone calls and greets visitors to determine what service is being requested. Directs customers to appropriate floor.
2. Promptly, accurately, professionally and courteously assesses received calls/inquires and explains services of the Workforce Solutions. Directs callers to the appropriate individual or department. Assists callers in leaving messages in Voice Mail.
3. If necessary, notifies worker of the presence of the customer.
4. Maintains a thorough working knowledge of and adheres to organization policies, regulations and procedures.
5. Respects confidentiality in discussing participant/customer, staff, volunteer and organizational matters.
6. Dispenses forms, messages, materials and documents left at the Reception Desk for customers by staff.
7. Accepts and date stamps forms, messages, materials and documents for individuals and routes to appropriate staff.
8. Performs clerical duties and projects as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS:

Education and Training

- Must have a High School Diploma
- Knowledge of and ability to use MS Office products
- Position must keep current on information pertaining to the JDAI program.
- Must possess valid Wisconsin driver's license.

Knowledge, Skills and Abilities:

- Ability to read, speak and write clearly in English.

- Ability to exercise good judgment and discretion in establishing work schedule.
- Must be able to work cooperatively and collaboratively with Human Services Department.
- Must establish and maintain productive and professional relationships with clients, colleagues, the school district, and other community agencies.
- Must maintain client confidentiality.
- Ability to prioritize and make appropriate decisions.
- Ability to work independently and effectively manage time.
- Must have prompt and regular attendance.
- Must possess strong oral and written communication skills.
- Ability to work with and understand the needs of a widely diverse client population including but not limited to people experiencing problems with: abuse/neglect, AODA, mental illness, varied disabilities, parenting skills, self-esteem, problem solving skills, living arrangements, interpersonal relationships, economics and money management, self care skills/limitations, mobility, education/training/employment.
- Ability to follow directions and implement recommendations.
- Possess creativity in identifying problems and solutions.
- Ability to self-motivate and remain on task.
- Knowledge of applicable federal and state statutes, Child Welfare ongoing standards, regulations, and both agency's policies and procedures is preferred.
- Knowledge of and experience with court testimony and protocol is preferred.
- Ability to operate standard office equipment including telephone, fax, copy machine, shredder and computers with various software programs.

OTHER INFORMATION:

- Ability to sit, stand and drive throughout the day.
- Ability to tolerate environmental conditions such as air conditioning, dust, or odors.
- Ability to lift and move objects weighing up to 50 pounds.
- Must possess visual acuity.

PROGRAM EVALUATION

EVALUATION OUTCOMES:

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/22.

XII. COST AND SERVICES TO BE PROVIDED

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

Account #	Program	Total	Units	Unit Rate	Method of Payment
39006.010.990.404500	1 North Receptionist	\$ 46,444.00	NA	NA	Actuals
			<i>DM</i> DM		

Jenni Mattie

Nov 19, 2021

Approved by HSD Fiscal Manager _____

Anna Clementi

Anna Clementi (Nov 23, 2021 1:10 CST)

Nov 23, 2021

Approved by Contracted Agency _____

Signature: *Obed Medina*
Obed Medina (Nov 19, 2021 15:59 CST)

Email: obed.medina@racinecounty.com





RAMAC #21-221-01 Mod A (EOR) 1 N Receptionist Combined


Final Audit Report

2021-11-23

Created:	2021-11-19
By:	Dannetta Payne (Dannetta.Payne@racinecounty.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhefi8FZEFybRNoy2Nm0e4hpYpoDsw3s4

"RAMAC #21-221-01 Mod A (EOR) 1 N Receptionist Combined" History


-  Document created by Dannetta Payne (Dannetta.Payne@racinecounty.com)
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-  Document emailed to Obed Medina (obed.medina@racinecounty.com) for signature
2021-11-19 - 7:23:20 PM GMT
-  Email viewed by Obed Medina (obed.medina@racinecounty.com)
2021-11-19 - 9:49:35 PM GMT
-  Document e-signed by Obed Medina (obed.medina@racinecounty.com)
Signature Date: 2021-11-19 - 9:50:45 PM GMT - Time Source: server
-  Document emailed to Jenni Mattie (jenni.mattie@racinecounty.com) for signature
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2021-11-20 - 3:09:07 AM GMT
-  Document e-signed by Jenni Mattie (jenni.mattie@racinecounty.com)
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2021-11-22 - 2:44:25 PM GMT

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2021-11-23 - 8:05:34 PM GMT

 Document e-signed by Anna Clementi (aclementi@racinechamber.com)

Signature Date: 2021-11-23 - 8:10:02 PM GMT - Time Source: server

 Agreement completed.

2021-11-23 - 8:10:02 PM GMT