

Modification A to Contract #21-219-02

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, 2021 to December 31, 2021. The Provider agrees to abide by all of the terms of the original agreement dated January 1, 2021 through December 31, 2021 with addition of the following:

Workforce Diversion Coordinator:

Increase account 91753.009.613.404500 by \$5,000 with a new balance of \$67,046.



Program allocation increased to \$67,546.



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 14:11 CST)
Provider's Authorized Representative

Nov 23, 2021
Date

(signed) Hope Otto
Hope Otto (Nov 22, 2021 16:45 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.

Workforce Diversion Coordinator

1 FTE

Basic Functions

This position will triage Racine County residents with non-violent offences to participate in a pre-charge workforce training and/or job placement diversion program. This position provides comprehensive, intensive case management services to assist each individual in developing skills, attaining an education, pursuing advanced education or training and obtaining permanent employment. The position will facilitate eligibility and enrollment for applicable programs.

Essential Duties

1. Coordinate referrals, track participants, and provide outcome data for all referrals from the District Attorney's office.
2. Provide case management to assist participant in eliminating obstacles that may interfere with program participation and employment.
3. Identify barriers to employment and make appropriate referrals to program and community resources. Monitor ongoing progress toward goals and provide support and additional referrals as necessary.
4. Evaluate competencies and monitor progress of participants' job skills and trainings.
5. Provide appropriate guidance and support for customers in training programs.
6. Provide referrals to education programs, health and mental health programs, childcare programs, and other services that can assist participants to become job ready.
7. Collaborate effectively with other community organizations, local businesses, and counseling services to maximize opportunities for partners and the effectiveness of the program.
8. Assist with coordination of employment related events and activities, career fairs, employer advisory committees, career exploration events, etc.
9. Provide employment retention for up to one-year past program completion.
10. Participate in staff meetings, trainings, workshops and outreach events.
11. Perform any other functions as needed by management and agency to meet Workforce Solutions and Uplift 900Team goals.

Organizational Placement

Reports to the Uplift 900 Program Manager.

Supervision Received

Receives general supervision from the Uplift 900 Program Manager.

Qualifications

- Bachelor's degree in Human Services, Education, or a related field, or an Associate degree in Human Services, Education or a related field and one (1) year employment/training, program or case management experience.
- Two (2) years' work experience in making independent decisions and meeting deadlines.

- Valid Wisconsin driver's license.
- Demonstrated knowledge and sensitivity to various cultures and underserved and underserved families from all socio-economic backgrounds.
- Recent technical training or experience with Microsoft Word, Access, Excel, PowerPoint and other applications.
- Prompt and regular attendance.
- Organizational and time management skills
- Or any equivalent combination of education, training, or experience which provides the requisite knowledge, skill, and abilities.

Knowledge, Skills and Abilities

- Ability to effectively communicate orally and in writing.
- Ability to maintain accurate and complete records both paper and electronic.
- Ability to evaluate information and exercise independent judgment in making decisions.
- Ability to communicate well with staff, team members, other functional teams and the public.

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
91753.009.613.404500	Workforce Diversion Coordinator	\$67,046.00	NA	NA	Actuals
91753.009.613.438000	Travel	\$500.00		<i>OM</i>	
		<u>67,546.00</u>		<small>OM</small>	

Janni Mattia

Nov 19, 2021

Approved by HSD Fiscal Manager _____

Anna Clementi

Anna Clementi (Nov 23, 2021 14:11 CST)

Nov 23, 2021

Approved by Contracted Agency _____

Signature: *Obed Medina*
Obed Medina (Nov 19, 2021 15:49 CST)

Email: obed.medina@racinecounty.com











RamAC #21-219-02 Mod A Workforce Diversion Coordinator Combined


Final Audit Report

2021-11-23

Created:	2021-11-19
By:	Dannetta Payne (Dannetta.Payne@racinecounty.com)
Status:	Signed
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"RamAC #21-219-02 Mod A Workforce Diversion Coordinator C ombined" History


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 Agreement completed.

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