

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

Supervisor Don Trottier, Chairman
Supervisor Robert Miller, Vice Chairman
Supervisor John Wisch, Secretary
Supervisor Nick Demske
Supervisor Scott Maier

Supervisor Jody Spencer
Supervisor Marcus West
Shritha Reddy, Youth in Governance Representative
Maren DeSonia 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.**

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=e0586359834a21d7b05ab38ac03654e3d>

Password: FHR070622

Or by calling: 1-408-418-9388 Access code: 2486 957 1657

NOTICE OF MEETING OF THE JOINT MEETING OF THE FINANCE AND HUMAN
RESOURCES COMMITTEE, HEALTH AND HUMAN DEVELOPMENT COMMITTEE

DATE: **WEDNESDAY July 6, 2022**

TIME: **5:00 p.m.**

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

1. Convene Meeting
2. Chairman Comments – Youth in Governance/Comments
3. Public Comments
4. Approval of Minutes from the June 22, 2022, Finance and Human Resources Committee meeting – Action of the Committee only
5. Transfers
 - a. Human Services – Hope Otto – Joint Resolution with the Finance & Human Resources Committee and Health & Human Development Committee - Authorization of a new project for Voices of Black Mothers, creation of 1 FTE E030 Violent Crime Reduction Coordinator effective 7/30/22, and the transfer of \$79,727 within the 2022 Human Services Budget – 2022 – Resolution – 1st Reading at the July 12, 2022, County Board Meeting.

- b. Human Services – Hope Otto – Joint Resolution with the Finance & Human Resources Committee and Health & Human Development Committee - Creation of 1 FTE BE45 CCS Supervisor, 4 FTE BE20 CCS Provider Master, 1 FTE BE45 Crisis Supervisor, 3 FTE BN15 Crisis Provider Professional, 2 FTE BE20 Crisis Provider Master and reclass of 1 FTE Non Rep Non-Exempt BN15 SAIL Coordinator to 1 FTE Non Rep Exempt BE20 SAIL Coordinator effective 7/30/22, and transfer of \$304,219 within the 2022 Human Services Budget – 2022 – Resolution – 1st Reading at the July 12, 2022, County Board Meeting.
- c. Corporation Counsel – Michael Lanzdorf – Creation of 1 FTE E070 Staff Attorney and 1 FTE N070 Office Assistant II effected 7/30/22 and transfer of \$75,469 within the Corporation Counsel and General Fund Contingent 2022 Budget – 2022 – Resolution – Action Requested: 1st Reading at the July 12, 2022, County Board Meeting.
- d. Public Works Development Services – Julie Anderson – Authorize the purchase of a capital equipment and transfer of \$737,000 within the 2022 Public Works and Development Services Budget – 2022 – Resolution – Action Requested: 1st Reading and 2nd Reading at the July 12, 2022, County Board Meeting.

6. Communication & Report Referrals from County Board Meeting:

a. Bankruptcy items:

Type of Action:	Person/Persons
Chapter 7 – Notice of Bankruptcy Case No Proof of Claim Deadline	Johanna David; Tatiana Brown;
Chapter 7 – Order of Discharge	Richard Ting;
Chapter 13 – Order Modifying Confirmed Plan	Joshua Netzinger and Samantha Netzinger;
Chapter 13 – Order of Discharge	Patrick Roberts; Tammy Murphy; Tyrinia Tyler
Chapter 13 – Order Dismissing Case	Cintya Alvarez; Christopher Graff and Lynn Graff;
Chapter 13 – Plan	Kathy Gerber; Rachelle Swanson; Steven Brice;
Chapter 13 – Motion to Dismiss Unconfirmed Plan	Treveon Thaggard;

- b. Jenna Schroeder has filed a Claim with Racine County in the amount of \$791.25 for damaged property.

7. Human Resources – Sarah Street – Request for approval of changes to the Racine County Policy Manual (materials will be provided at the meeting) – Action of Committee only.

8. Finance – Gwen Zimmer – Ordinance by the Finance and Human Resources Committee amending the Racine County Code of Ordinance – Chapter 7, Article VIII, Division 3 – Generally, Sec. 7-260. – Purchases up to and including \$25,000.00 – 2022 – Ordinance – 1st Reading at the July 12, 2022, County Board Meeting.

9. Staff Report – No Action Items.
 - Finance & Human Resources Committee – Next Meeting will be July 20, 2022.

10. Adjournment

FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

Requestor/Originator Finance & Human Resources Committee

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date of Committee Meeting: 7/6/2022

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

Description: Minutes from the June 22, 2022 FHR Meeting

Action: **County Board Supervisors**
 Approve
 Deny

Youth In Governance
 Approve
 Deny

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING
Wednesday June 22, 2022
IVES GROVE OFFICE COMPLEX
AUDITORIUM
14200 WASHINGTON AVENUE
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairperson Trottier, Supervisors Miller, Wisch, Maier, Spencer and West, YIG Representatives DeSonia and Reddy, Finance Director Gwen Zimmer, Human Resources Director Sarah Street
Supervisors in attendance: Chairman Roanhouse, Supervisors Kramer, White, Harmon and Rutkowski
Other attendees: Principal Assistant Corporation Counsel John Serketich, Attorney Sam Hall from Crivello Carlson, Racine County Treasurer Jeff Latus, Workforce Solutions Manager Ed Kamin, Highway Superintendent Roley Behm
Excused: Supervisor Demske

Agenda Item #1 - Convene Meeting

Meeting Called to Order at 5:00 p.m. by Chairman Trottier.

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

The Youth in Governance statement was read by Representative Reddy.

Agenda Item #3 – Public Comments

The following people presented public comments regarding the closed session topic regarding the Estate of Malcom James v. Racine County:

Attorney Kevin O’Connor, 19 S. LaSalle Street, Chicago, IL 60003
Kelly Scroggins, 2501 Jean Avenue, Racine, WI 53404
Sonali Knotek, 3812 St. Clair Street, Racine, WI 53402
Marcia Buhler, 3314 Rosewood Lane, Racine, WI 53404
Daniel MacDonald, 822 Melvin Avenue, Racine, WI 53402
Sherry James, P. O. Box085203, Racine, WI 53408
Khadijah James

Agenda Item #4 - Approval of Minutes from the June 8, 2022 Committee Meeting

Action: Approve the minutes from the June 8, 2022 Finance & Human Resources Committee meeting.
Motion Passed: Moved: Supervisor Miller. Seconded: Supervisor West. Vote: All Ayes, No Nays. Advisory Vote: All Ayes, No Nays.

Agenda Item #5 – The Finance and Human Resources Committee met in a closed session pursuant to Section 19.85(1)(g) of the Wisconsin State Statutes to discuss with legal counsel the status regarding the Estate of Malcolm James v. Racine County

Action: To convene into closed session at 5:20 p.m. pursuant to Section 19.85(1)(g) of the Wisconsin State Statutes to discuss with legal counsel the status regarding the Estate of Malcolm James v. Racine County.
Motion Passed: Moved: Supervisor Miller. Seconded: Roll-call vote.

Chairman Trottier recused himself from the closed session.

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING
Wednesday June 22, 2022

Action: To reconvene to open session at 5:40 p.m.

Motion Passed: Moved: Supervisor Wisch. Seconded: Supervisor Maier. Vote: All Ayes, no Nays.

Agenda Item #6 – County Treasurer – Jeff Latus – Sale of two (2) In Rem Properties at Parcel # 276-00009820000, 1134 S Memorial Dr and #276-0000925002, 1140 S Memorial Dr, Via Over-the-Counter Sale

Action: Authorize the sale of two (2) In Rem properties at parcel # 276-00009820000, 1134 S Memorial Dr and #276-0000925002, 1140 S Memorial Dr, via over-the-counter sale.

Motion Passed: Moved: Supervisor Wisch. Seconded: Supervisor Miller. Vote: All Ayes, No Nays.
Advisory Vote: All Ayes, No Nays.

Agenda Item #7 - Transfers

- a. **Human Services – Hope Otto – Authorizing the Acceptance and Expenditure of a Workforce Equity Grant from the Department of Workforce Development in the Amount of \$389,805 and Transfer Within the 2022 Human Services Budget – 2022 – Resolution – 1st Reading at the June 28, 2022, County Board Meeting.**

Workforce Solutions Manager Ed Kamin presented this item.

Action: Authorize the acceptance and expenditure of a Workforce Equity Grant from the Department of Workforce Development in the amount of \$389,805 and transfer within the 2022 Human Services budget – 2022 – Resolution – 1st reading at the June 28, 2022, County Board Meeting.

Motion Passed: Moved: Supervisor Wisch. Seconded: Supervisor Miller. Vote: All Ayes, No Nays.
Advisory Vote: All Ayes, No Nays.

- b. **Public Works Development Services – Julie Anderson – Authorize the Purchase of a Capital Improvement for Existing Equipment and Transfer of \$15,059 Within the 2022 Public Works and Development Services Budget – 2022 – Resolution – 1st Reading at the June 28, 2022, County Board Meeting.**

Highway Superintendent Roley Behm presented this item.

Action: Authorize the purchase of a capital improvement for existing equipment and transfer of \$15,059 within the 2022 Public Works and Development Services budget – 2022 – Resolution – 1st Reading at the June 28, 2022, County Board Meeting.

Motion Passed: Moved: Supervisor West. Seconded: Supervisor Miller. Vote: All Ayes, No Nays.
Advisory Vote: All Ayes, No Nays.

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

Action: Receive and file items a – c.

Motion Passed: Moved: Supervisor Miller. Seconded: Supervisor Wisch. Vote: All Ayes, No Nays.
Advisory Vote: All Ayes, No Nays.

FINANCE AND HUMAN RESOURCES COMMITTEE MEETING
Wednesday June 22, 2022

Agenda Item #9 – Human Resources – Sarah Street – Request for approval of changes to the Racine County HR Policy Manual – Action of Committee only.

The committee voted on each change separately.

Action: Authorize to approve the changes to the Racine County HR Policy Manual regarding updating the holiday pay policy.

Motion Passed: Moved: Supervisor Miller. Seconded: Supervisor West. Vote: All Ayes, No Nays. Advisory Vote: All Ayes, No Nays.

Action: Authorize to revise the double encumbering positions policy in the Racine County HR Policy Manual and to bring it back to the next Finance and Human Resources Committee meeting for approval.

Motion Passed: Moved: Supervisor Miller. Seconded: Supervisor Wisch. Vote: 5 Ayes, 1 Nay. Advisory Vote: All Ayes, No Nays.

Agenda Item #10 – Staff Report – No Action Items

- a. Finance & Human Resources Committee – Next Meeting will be July 6, 2022.

Agenda Item #11 – Adjournment

Action: Adjourn the meeting at 6:21 p.m.

Motion Passed. Moved: Supervisor Miller. Seconded: Supervisor Wisch. Vote: All Ayes, No Nays.

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2022</u>	X	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Human Service Dept - 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

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 and Health & Human Development

Date Considered by Committee: 7/6/2022 Date of County Board Meeting to be Introduced: 7/12/2022

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:

Authorization of a new project for Voices of Black Mothers, creation of 1 FTE E030 Violent Crime Reduction Coordinator effective 07/30/2022, and the transfer of \$79,727 within the Human Services 2022 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.

EXHIBIT "A"

Fiscal Year: **2022**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
HUMAN SERVICES - Youth & Family						
YOUTH AIDS EXPENSE	4205700.404500	679,711	679,711	(79,727)	599,984	599,984
TOTAL SOURCES				<u>(79,727)</u>		
HUMAN SERVICES - Youth & Family						
WAGES	4205200.401000	0	0	28,329	28,329	28,329
WORKER'S COMP	4205200.402210	0	0	283	283	283
SOCIAL SECURITY	4205200.402220	0	0	2,167	2,167	2,167
RETIREMENT	4205200.402230	0	0	1,842	1,842	1,842
DISABILITY INSURANCE	4205200.402240	0	0	283	283	283
GROUP INSURANCE	4205200.402260	0	0	7,250	7,250	7,250
LIFE INSURANCE	4205200.402270	0	0	141	141	141
PUBLIC LIABILITY	4205200.436000	0	0	482	482	482
PRINTING	4205200.443000	0	0	500	1,000	1,000
TRAINING	4205200.438500	0	0	1,000	2,000	2,000
TRAVEL	4205200.438000	0	0	750	2,000	2,000
CONTRACTED SERVICES	4205200.404500	271,486	271,486	36,700	308,186	308,186
TOTAL USES				<u>79,727</u>		
				<u>0</u>		

FINANCE COMMITTEE RECOMMENDATION

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

REASONS

FOR	AGAINST

JUL-06-2022

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2022

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Position created will be effective July 30, 2022						
Human Services - Youth & Family						
1.000	Violent Crime Reduction Coordinator	E30	28,329	12,448		40,777
<u>1.000</u>	Total for HUMAN SERVICES		<u>28,329</u>	<u>12,448</u>		<u>40,777</u>

Memo

To: Don Trottier, Chairman, Finance and Human Resources Committee

From: Hope Otto, Human Services Director

Date: June 22, 2022

Subject: Violence Prevention Initiative

Due to the high level of gun violence in our community, our Community Violence Prevention Supervisor has researched prevention initiatives that have proven to redirect youth and their families to more peaceful, healing methods to direct grief when a loved one has been lost. One such initiative is Voices of Black Mothers United (VBMU). This is a national organization that is a project of the Woodson Center out of Washington D.C. The Woodson Center is a decades long Organization that focuses on data-driven, evidence based practices that have been embedded in communities across the country.

Voices of Black Mothers United is committed to productively addressing the issues that have resulted in community violence and the weakening of the family structure. The mission of this project is to support individuals and organizations in the areas of family advocacy, community intervention and promoting positive policing. By building strong relationships through healing and strengthening the community, VBMU is able to create an environment of hope and opportunity.

The position of the Violent Crimes Reduction Coordinator will implement the partnership with the Voices of Black Mothers United by building and maintaining partnerships with County and City leaders, including the Police Chief and District Attorney. Additionally, a community taskforce will be created as well as the creation of a local mothers' advocacy group. This is part of the overall Community Violence Prevention efforts of the Youth and Family division on Human Services.

Sincerely,

Hope Otto

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2022</u>	<input checked="" type="checkbox"/>	Resolution Request Ordinance Request Report Request
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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) Hope Otto
 If a person is not in attendance the item may be held over.

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 and Health & Human Development

Date Considered by Committee: 7/6/2022 **Date of County Board Meeting to be Introduced:** 7/12/2022

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:

Creation of 1 FTE BE45 CCS Supervisor, 4 FTE BE20 CCS Provider Master, 1 FTE BE45 Crisis Supervisor, 3 FTE BN15 Crisis Provider Professional, 2 FTE BE20 Crisis Provider Master and reclass of 1 FTE Non Rep Non-Exempt BN15 SAIL Coordinator to 1 FTE Non Rep Exempt BE20 SAIL Coordinator effective 7/30/22, and transfer of \$304,219 within the 2022 Human Services 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
BEHAVIORAL HEALTH						
CCS REVENUE	5102510.404500	-2,725,000	-1,033,142	(88,260)	(2,813,260)	(1,121,402)
CRISIS REVENUE	5102501.404500	-1,224,222	-445,270	(51,989)	(1,276,211)	(497,259)
CONTINGENT ACCOUNT	54109901.515500	0	208,484	(163,970)	0	44,514
TOTAL SOURCES				(304,219)		
BEHAVIORAL HEALTH						
CCS WAGES	5102510.401000	1,716,977	927,338	97,998	1,814,975	1,025,336
CCS WORKER'S COMP	5102510.402210	17,168	9,245	979	18,147	10,224
CCS SOCIAL SECURITY	5102510.402220	131,347	73,938	7,497	138,844	81,435
CCS RETIREMENT	5102510.402230	133,061	72,229	7,595	140,656	79,824
CCS DISABILITY INSURANCE	5102510.402240	17,168	9,348	979	18,147	10,327
CCS GROUP INSURANCE	5102510.402260	449,400	229,481	23,100	472,500	252,581
CCS LIFE INSURANCE	5102510.402270	8,549	5,123	487	9,036	5,610
CCS PUBLIC LIABILITY	5102510.436000	25,758	13,872	1,470	27,228	15,342
CRISIS WAGES	5102501.401000	1,612,071	917,238	114,229	1,726,300	1,031,467
CRISIS WORKER'S COMP	5102501.402210	16,122	9,001	1,143	17,265	10,144
CRISIS SOCIAL SECURITY	5102501.402220	123,323	71,390	8,740	132,063	80,130
CRISIS RETIREMENT	5102501.402230	124,937	70,142	8,853	133,790	78,995
CRISIS DISABILITY INSURANCE	5102501.402240	16,122	10,366	1,143	17,265	11,509
CRISIS GROUP INSURANCE	5102501.402260	441,000	239,164	27,720	468,720	266,884
CRISIS LIFE INSURANCE	5102501.402270	8,027	5,291	567	8,594	5,858
CRISIS PUBLIC LIABILITY	5102501.436000	24,180	13,499	1,719	25,899	15,218
TOTAL USES				304,219		
				0		

FINANCE COMMITTEE RECOMMENDATION

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

FOR	AGAINST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL	
Position created will be effective July 30, 2022							
Human Services							
1.000	CCS Supervisor	BE45	21,450	8,783		30,233	
4.000	CCS Provider Master	BE20	76,548	33,324		109,872	
1.000	Crisis Supervisor	BE45	21,450	8,783		30,233	
3.000	Crisis Provider Professional	BN15	51,480	23,847		75,327	
2.000	Crisis Provider Master	BE20	38,274	16,662		54,936	
-1.000	SAIL Coordinator (position 11087)	BN15	(60,499)	(26,356)		(86,855)	
1.000	SAIL Coordinator (position 11087)	BE20	63,524	26,949		90,473	
<u>11.000</u>			<u>Total for HUMAN SERVICES</u>	<u>212,227</u>	<u>91,992</u>	<u>0</u>	<u>304,219</u>

July 6th, 2022

TO: Don Trottier
Chairman, Finance Committee

FROM: Hope Otto
Human Services Director

RE: Behavioral Health Division to address increased mental health demands with a focus on Racine County youth.

Our Behavioral Health Division has been serving significantly more children in both the Crisis Program and the CCS Program over the past 3 years. We are experiencing very high caseloads which ultimately results in delay in services for youth as there is simply not enough staff time to address this exponential increase. To date, we have exceeded total 2021 enrollments for both Crisis and CCS: projecting to double by the end of the year.

# of Child Enrollments	2015	2016	2017	2018	2019	2020	2021	Projected 2022
CCS	1	5	21	84	185	167	213	423
Crisis	23	36	35	66	99	116	256	729

As a result, we are requesting this inclusive package of mental health providers to address our growing needs in an integrated fashion to ensure stability and continuity of services.

A. Comprehensive Community Services

1. Addition of a Comprehensive Community Services (CCS) Supervisor (BE45) to provide supervision for the children's unit. The number of children receiving mental health services from the CCS has more than doubled in the past five years. Currently there are over 110 children being served in the program. This program requires the supervisor to participate in family meetings no less than twice per year. The additional supervisor is necessary to avoid waitlists for services.
2. Addition of four FTE CCS Prof/Master staff (BE20/BN15) to provide services to participants in the CCS program. These positions would be utilized to reduce case load sizes and increase access to the program.

B. Create Access to short term Crisis counseling and support CREW

1. Add two FTE Crisis Master (BE20) staff to provide walk-in availability for short term crisis counseling. Many people benefit from short term, solution based counseling. These services will be available on a first come-first served basis Monday through Friday.
2. Add 1 FTE Crisis Supervisor (BE45) Current crisis staff to supervisor ratios are approximately 1:20. The additional supervisor is needed to reduce supervisor to staffing ratios and to expand the crisis counseling.
3. Add 3 FTE Crisis Professional/Master positions to manage the increase volume of patients.
4. Reclassify the SAIL Coordinator from a BN15 to a BE20 as the position requires oversight of the SAIL staff.

Approval of this resolution will allow Racine County to continue to provide quality and timely services at minimal cost to local tax dollars to support individuals in the community.

Sincerely,

Hope Otto, Director
Racine County Human Services Department

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2022</u>	X	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Corporation Counsel - Michael Lanzdorf

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

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 and Human Resources Committee

Date Considered by Committee: 7/6/2022 Date of County Board Meeting to be Introduced: 7/12/2022

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:

Creation of 1 FTE E070 Staff Attorney and 1 FTE N070 Office Assistant II effective 07/30/2022 and the transfer of \$75,469 within the Corporation Counsel and General Fund Contingent 2022 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
CONTINGENT						
CONTINGENT EXPENSE	15900000.515000	2,358,659	2,358,659	(75,469)	2,283,190	2,283,190
TOTAL SOURCES				<u>(75,469)</u>		
CORPORATION COUNSEL						
WAGES	14100000.401000	396,203	208,930	50,769	446,972	259,699
WORKER'S COMP	14100000.402210	3,961	2,088	507	4,468	2,595
SOCIAL SECURITY	14100000.402220	30,310	16,615	3,883	34,193	20,498
RETIREMENT	14100000.402230	30,703	16,562	3,934	34,637	20,496
DISABILITY INSURANCE	14100000.402240	3,961	2,184	507	4,468	2,691
GROUP INSURANCE	14100000.402260	71,400	35,218	11,846	83,246	47,064
LIFE INSURANCE	14100000.402270	1,973	1,257	253	2,226	1,510
PUBLIC LIABILITY	14100000.436000	5,943	3,134	762	6,705	3,896
TRAINING	14100000.438500	5,000	2,950	500	5,500	3,450
DUES	14100000.444500	2,500	(2)	508	3,008	506
EQUIPMENT	14100000.443000	2,000	2,000	2,000	4,000	4,000
TOTAL USES				<u>75,469</u>		
				<u>0</u>		

FINANCE COMMITTEE RECOMMENDATION

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

REASONS

FOR	AGAINST
_____	_____
_____	_____
_____	_____
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_____	_____
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_____	_____
_____	_____

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Position created will be effective July 30, 2022						
Corporation Counsel						
1.000	Staff Attorney	E070	31,731	9,615		41,346
1.000	Office Assistant II	N070	19,038	12,077		31,115
<u>2.000</u>	Total for CORPORATION COUNSEL		<u>50,769</u>	<u>21,692</u>		<u>72,461</u>

This cost is prorated for pay periods July 30-December 31, 2022. The budgeted salary for the Staff Attorney is \$75,000 and Office Assistant II is \$45,000.

MEMO

To: Racine County Board – Finance & Human Resources Committee
Attn: Don Trottier, Chairman
From: Michael Lanzdorf – Racine County Corporation Counsel
Date: June 29, 2022
Re: Probate staffing needs – including One E070 Staff Attorney and one FTE Office Assistant II N70 in the Office of Corporation Counsel – to address increased mental health demands

There has been a significant increase in the volume and time spent handling increasingly complex probate matters – including civil commitments under Chapter 51 of the Wisconsin Statutes (*i.e.*, assures the provision of a full range of treatment and rehabilitation services for all mental disorders and for mental illness, alcoholism, and drug abuse) and adult guardianships under Chapters 54 and 55 of Wisconsin Statutes (*i.e.*, legal methods for appointing an alternative decision-maker and specifying required services for individuals who are legally incompetent while taking care to protect each individual’s rights and ensuring that people who are legally incompetent receive the support and services they need) – by administrative support staff and attorneys within the Office of Corporation Counsel. This is reflective of adverse mental health effects of COVID-19 – including high rates of depression and other mental illness, anxiety, insomnia, and emotional distress. These exposures naturally result in increased demand for mental health services within the community.

In 2020, the number of emergency mental health detentions surpassed the totals for the previous four years. Similarly, the number of total detentions in 2021, surpassed the number of total detentions in 2020. 2022 is again on pace to surpass the total number of detentions in 2021. Since implementation of e-filing and the COVID-19 pandemic, the roles of various departments (*e.g.*, law enforcement agencies, Human Services, Corporation Counsel, probate court, hospitals, etc.) involved in handling emergency detentions have drastically changed and continue to evolve. However, the increased number of detentions and frequent changes in process (*e.g.*, dictated by changing standards based on controlling court decisions) have caused significant strain on staff, particularly within the Office of Corporation Counsel, as it serves as the coordinator between most agencies while also acting as an involved party by representing the interests of the public in court proceedings.

Given the increased volume and strain, I am requesting: one (1) E070 Staff Attorney and one (1) FTE Office Assistant II N70 to assist in and focus primarily on processing and handling the increased probate caseload. This additional support is needed to ensure treatment is provided to those in need and that the civil rights of mentally ill and incompetent adults in need of services and care are respected and upheld.

YEAR	<u>2022</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Julie Anderson - PWDS Director

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

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: _____

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 and Human Resources Committee

Date Considered by Committee: 7/6/2022 Date of County Board Meeting to be Introduced: 7/12/2022

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:

Authorization the purchase of capital equipment and transfer of \$737,000 within the 2022 Public Works and Development Services 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
HWYRD CAP						
CAPT PROJ COMP BOND	460280.483001	1,207,199	1,207,199	(736,000)	471,199	471,199
TOTAL SOURCES				<u>(736,000)</u>		
CAPT BOND PROJECTS	660281.488000.MA222	0	0	736,000	736,000	736,000
TOTAL USES				<u>736,000</u>		
				<u><u>0</u></u>		

DESCRIPTION :	QTY	UNIT PRICE	TOTAL PRICE
Paver	1		610,000
Asphalt Roller	1		110,000
Utility Locating Camera	1		16,000
			0
Total for items to be purchased:			<u><u>736,000</u></u>

FINANCE COMMITTEE RECOMMENDATION

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

REASONS

FOR	AGAINST

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



Jonathan Delagrave
County Executive
Julie A. Anderson
*Director of Public Works
& Development Services*
Roley Behm
Highway & Parks Superintendent

MEMORANDUM FOR FINANCE & HUMAN RESOURCES COMMITTEE

FROM: Roley Behm, Racine County Highway & Parks Superintendent

DATE: June 29, 2022

SUBJECT: 2022 Capital Paver Purchase, Asphalt Roller, Utility Camera

In anticipation of Racine County's 2023 road paving schedule, Highway Operations is seeking to purchase a new asphalt paver and roller. The department currently has a 2012 asphalt paver that was purchased in 2013. At the time, the department purchased the paver to perform spot repair on state and county roads, as well as pave small parking lots. Since then, the department has evolved into paving multi mile sections of mainline paving and large parking lots that exceed 60,000 square feet. Although the current paver is still in use, it is no longer of adequate size to perform the work Operations has recently been taking on. While a standard road lane width is 15 feet, the paver Operations currently has can only pave out to 13 feet while putting stress on the machine. Furthermore, the paver was not designed to pave longer mainline sections of road, thus making it difficult to maintain a uniform finished product.

Additionally, we are also looking to upgrade our asphalt roller. The addition of a larger asphalt roller will give the County higher quality compacted roads with longer life spans and smoother rides.

Highway Operations is also seeking to purchase a utility locating camera. The camera will be used for locating broken or clogged drain tiles, storm sewer and sanitary sewer.

There is currently a lag time of one year when ordering an asphalt paver. If Operations placed an ordered within the month, the paver could be in use for the 2023 paving season. Highway operations is asking for a total of \$736,000.00 to purchase a new paver (\$610,000.00 paver), used asphalt roller (110,000.00 roller), and utility locating camera (\$16,000.00). Funding would come out of a completed capital account 460280.483001.

REQUEST FOR COUNTY BOARD ACTION

YEAR	2022		Resolution Request
			Ordinance Request
			Report Request
		X	Action of Committee Only

Requestor/Originator: Sarah Street, Human Resources 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. Sarah Street

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: _____

Does this request propose the expenditure, receipt or transfer of any funds? No

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: 6/22/2022 Date of County Board Meeting to be Introduced: NA

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:

Request for approval of changes to the Racine County HR Policy Manual.

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.



Sarah J. Street
Human Resources Director
730 Wisconsin Avenue
Racine, WI 53403
262-636-3954
Sarah.Street@racinecounty.com

June 29, 2022

TO: Don Trottier
Chairman, Finance and Human Resources Committee

FROM: Sarah Street
Human Resources Director

RE: Double Encumbering positions

Staffing changing are inevitable and in this current, fast-paced environment employee changes are taking place more frequently than ever. In an effort to support employee transitions I would like to add a policy to allow for critical positions (see list) to be temporally filled by both the incumbent and the successor for up to three months, with the approval of the County Executive and Human Resources Director. This new policy would offer successors a smooth transition and adequate time for the transfer of knowledge. This policy would be utilized when advance notice about an upcoming staff vacancy is known.

Racine County Policy Manual, Section 8. Recruitment and Selection

C. With the County Executive and the Human Resources Director's approval, Departments will be allowed to fill strategic positions prior to the incumbent vacating the position (up to three months) so the transfer of knowledge can occur.

YEAR	<u>2022</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Finance Director - Gwen Zimmer

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

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: N/A

Does this request propose the expenditure, receipt or transfer of any funds? No

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 and Human Resources Committee

Date Considered by Committee: 7/6/2022 Date of County Board Meeting to be Introduced: 7/12/2022

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:

Ordinance by the Finance and Human Resources Committee amending the Racine County Code of Ordinance – Chapter 7, Article VIII, Division 3 – Generally, Sec. 7-260. – Purchases up to and including \$25,000.00

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.

To: Don Trottier, Chairman, Finance and Human Resources Committee
From: Gwen Zimmer, Finance Director
Subject: Cooperative purchasing agreement with Omnia Partners
Date: July 6, 2022

After careful review of Racine County’s purchasing procedures, I am proposing an increase to the purchase order threshold as outlined in Racine County ordinance sec. 7-260. This last revision to this ordinance was in 2012 and established the purchase order threshold for purchases over \$2,500. I am recommending an increase to the purchase order threshold from \$2,500 to \$5,000.

Our department compiled purchase order threshold from local and comparable counties:

<u>Government</u>	<u>PO Required Amount</u>	<u>Bid Required Amount</u>
Brown	5,000	25,000
Outagamie	5,000	15,000
Kenosha	No requirement	15,000
Rock	5,000	25,000
Marathon	Under \$25,000	25,000
Walworth	5,000	25,000
Federal	10,000	250,000
Racine	2,500	25,000

The Finance Department will continue to provide support for all County departments and join cooperative purchasing agreements to ensure we are getting the best possible pricing.

Sincerely,

Gwen Zimmer
Finance Director

ORDINANCE NO. 2022-

ORDINANCE BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AMENDING THE RACINE COUNTY CODE OF ORDINANCES – CHAPTER 7, ARTICLE VIII, DIVISION 3 – PURCHASE ORDERS/CONTRACTS, SEC. 7-260. – PURCHASES UP TO AND INCLUDING \$25,000.00

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

The Racine County Board of Supervisors does ordain as follows:

Section 7-260 of the Racine County Code of Ordinances relating to Purchases up to and including \$25,000.00 is hereby amended to read as follows:

Sec. 7-260. Purchases up to and including \$25,000.00.

This section shall govern all purchase orders/contracts entered into by the county that are less than or equal to twenty-five thousand dollars (\$25,000.00), except as limited by section 7-228.

- (1) A purchase order/contract shall not be let until:
 - a. The department head of the user department (or designee) authorizes the section;
 - b. Sufficient funds in an appropriate expense account are authorized.
- (2) Purchases less than or equal to one hundred fifty dollars (\$150.00) related to county business only require no competitive bidding process and shall be paid through petty cash funds or county purchasing card. When required by vendors and when it is in the interest of the county to do so, purchase orders and separate payments may be issued. No single purchase shall be subdivided into multiple petty cash purchases.
- (3) Purchases greater than one hundred fifty dollars (\$150.00) and less than or equal to ~~two thousand five thousand~~ five thousand ~~hundred~~ dollars (~~\$2,500.00~~5,000.00) for materials, supplies, equipment and contractual services require no competitive bidding process and shall be paid on the county purchasing card. When required by vendors and when it is in the interest of the county to do so, purchase orders and separate payments may be issued. Purchases shall not be so divided into small increments in order to avoid or circumvent the competitive procurement process requirements for items/services less than or equal to ~~two thousand~~ five thousand ~~hundred~~ dollars (~~\$2,500.00~~5,000.00).
- (4) Purchases greater than ~~two thousand five thousand~~ thousand ~~hundred~~ dollars (~~\$2,500.00~~5,000.00) up to and including ten thousand dollars (\$10,000.00) shall require three (3) vendor contacts by phone documented on the requisition or a procurement form.
- (5) Purchases greater than ten thousand dollars (\$10,000.00) up to and including twenty-five thousand dollars (\$25,000.00) shall require at least three (3) letterhead

4 quotations from vendors documented on a procurement form. A complete file shall
5 be maintained by purchasing of all quotations received for each requirement.

6 (6) Written contracts shall be obtained for professional and personal services under
7 subsections (4) and (5) above, which shall comply with section 7-262, contracts.

8 (Ord. No. 2005-112, pt. 1, 11-8-05; Ord. No. 2012-81, pt. 1, 12-11-12)

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Respectfully submitted,

**FINANCE AND HUMAN RESOURCES
COMMITTEE**

1st Reading _____

2nd Reading _____

BOARD ACTION

Adopted _____

For _____

Against _____

Absent _____

Donald J. Trottier, Chairman

Robert N. Miller, Vice-Chairman

John A. Wisch, Secretary

Prepared by:
Corporation Counsel

Marcus West

Scott Maier

Nick Demske

Jody Spencer

**The foregoing legislation adopted by the County Board of Supervisors of
Racine County, Wisconsin, is hereby:**

Approved: _____

Vetoed: _____

Date: _____,

Jonathan Delagrave, County Executive

ORDINANCE NO. 2022-

ORDINANCE BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AMENDING THE RACINE COUNTY CODE OF ORDINANCES – CHAPTER 7, ARTICLE VIII, DIVISION 3 – PURCHASE ORDERS/CONTRACTS, SEC. 7-260. – PURCHASES UP TO AND INCLUDING \$25,000.00

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

The Racine County Board of Supervisors does ordain as follows:

Section 7-260 of the Racine County Code of Ordinances relating to Purchases up to and including \$25,000.00 is hereby amended to read as follows:

Sec. 7-260. Purchases up to and including \$25,000.00.

This section shall govern all purchase orders/contracts entered into by the county that are less than or equal to twenty-five thousand dollars (\$25,000.00), except as limited by section 7-228.

- (1) A purchase order/contract shall not be let until:
 - a. The department head of the user department (or designee) authorizes the section;
 - b. Sufficient funds in an appropriate expense account are authorized.
- (2) Purchases less than or equal to one hundred fifty dollars (\$150.00) related to county business only require no competitive bidding process and shall be paid through petty cash funds or county purchasing card. When required by vendors and when it is in the interest of the county to do so, purchase orders and separate payments may be issued. No single purchase shall be subdivided into multiple petty cash purchases.
- (3) Purchases greater than one hundred fifty dollars (\$150.00) and less than or equal to five thousand dollars (\$5,000.00) for materials, supplies, equipment and contractual services require no competitive bidding process and shall be paid on the county purchasing card. When required by vendors and when it is in the interest of the county to do so, purchase orders and separate payments may be issued. Purchases shall not be so divided into small increments in order to avoid or circumvent the competitive procurement process requirements for items/services less than or equal to five thousand dollars (\$5,000.00).
- (4) Purchases greater than five thousand dollars (\$5,000.00) up to and including ten thousand dollars (\$10,000.00) shall require three (3) vendor contacts by phone documented on the requisition or a procurement form.
- (5) Purchases greater than ten thousand dollars (\$10,000.00) up to and including twenty-five thousand dollars (\$25,000.00) shall require at least three (3) letterhead

4 quotations from vendors documented on a procurement form. A complete file shall
5 be maintained by purchasing of all quotations received for each requirement.

6 (6) Written contracts shall be obtained for professional and personal services under
7 subsections (4) and (5) above, which shall comply with section 7-262, contracts.

8 (Ord. No. 2005-112, pt. 1, 11-8-05; Ord. No. 2012-81, pt. 1, 12-11-12)

9

10 Respectfully submitted,

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12 1st Reading _____

**FINANCE AND HUMAN RESOURCES
COMMITTEE**

13

14 2nd Reading _____

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16 BOARD ACTION

Donald J. Trottier, Chairman

17 Adopted _____

18 For _____

19 Against _____

Robert N. Miller, Vice-Chairman

20 Absent _____

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22 VOTE REQUIRED: Majority

John A. Wisch, Secretary

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24 Prepared by:
25 Corporation Counsel

Marcus West

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Scott Maier

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Nick Demske

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Jody Spencer

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37 **The foregoing legislation adopted by the County Board of Supervisors of
38 Racine County, Wisconsin, is hereby:**

39 **Approved:** _____

40 **Vetoed:** _____

41

42 **Date:** _____,

43

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45 _____
Jonathan Delagrave, County Executive