



AGENDA
FINANCE COMMITTEE
REGULAR MEETING
THURSDAY, JUNE 27, 2024 – 8:00 AM
ADMINISTRATION CENTER - ROOM A-200
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:

[Finance Committee Live Stream](#)

*The public can submit comments here: [Public Comment Form](#)
[Public Comment Policy](#) & [Instructions for Submitting Public Comments Online](#)*

- 1. CALL TO ORDER**
- 2. PROPER NOTICE**
- 3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**
- 4. APPROVAL OF MINUTES**
 - a. May 23, 2024
- 5. CORPORATION COUNSEL DEPARTMENT REPORT**
 - a. Corporation Counsel Finance Report
- 6. ACTION ITEMS**
 - a. Resolution: Increase of Revenue 2024 - Public Health
 - b. Resolution: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual – Creation of Quality Improvement and Communications Manager
 - c. Resolution: Amending Section 4.03(28) of the Ozaukee County Policy and Procedure Manual – Education and Tuition Assistance Program
 - d. Wire Transfers #4049 - #4071 and May Schedule of Vouchers
- 7. DEPARTMENT REPORTS**
 - a. County Clerk
 - b. Finance
 - c. Human Resources
 - d. Information Technology
 - e. County Treasurer
- 8. NEXT MEETING DATE**

July 25, 2024
- 9. ADJOURNMENT**

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	June 27, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Karen Niemuth
PREPARER:	Karen Niemuth

Agenda Summary May 23, 2024

[<https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/ 05232024-3409>](https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/05232024-3409)

FINANCE COMMITTEE

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	June 27, 2024
DEPARTMENT:	Corporation Counsel
DIRECTOR:	Rhonda Gorden
PREPARER:	Beth Esselman

Agenda Summary Corporation Counsel Finance Report

ATTACHMENTS:

- CORP.COUNSEL.June.2024 (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report
General Fund Corporation Counsel
 For the Five Months Ending Friday, May 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Intergovernmental Revenues	-	(\$81,903)	\$556,150	\$638,053	-14.73%
Public Charges for Services	-	\$484	\$6,350	\$5,866	7.62%
Total Revenues	-	(\$81,419)	\$562,500	\$643,919	-14.47%
Expenditures					
Salaries	\$47,921	\$238,147	\$632,381	\$394,234	37.66%
Fringe Benefits	\$19,020	\$107,658	\$250,198	\$142,540	43.03%
Travel/Training	\$733	\$733	\$3,260	\$2,527	22.48%
Supplies	\$68	\$341	\$10,984	\$10,643	3.10%
Purchased Services	\$513	\$3,109	\$22,100	\$18,991	14.07%
Interdepartment Charges	\$14,931	\$47,860	\$110,633	\$62,773	43.26%
					1597.51
Other Expenses	\$11	\$45,481	\$2,847	(\$42,634)	%
Total Operating Expenditures	\$83,197	\$443,329	\$1,032,403	\$589,074	42.94%
Capital Outlay					
Total Expenditures	\$83,197	\$443,329	\$1,032,403	\$589,074	42.94%
Net Increase (Decrease)	(\$83,197)	(\$524,748)	(\$469,903)	\$54,845	111.67%

Equity:

Attachment: CORP.COUNSEL.June.2024 (Corp. Counsel Finance Report June 2024)

RESOLUTION NO. (ID # 10122)

INCREASE OF REVENUE 2024 - PUBLIC HEALTH

RESOLVED, by the Ozaukee County Board of Supervisors, that budgets be increased in the accounts as follows:

Department / Program

	<u>Account Number</u>	<u>Account Name</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
<i>Public Health</i>				
Expense	204-2-06-51101-000	Grants - Salaries & Wages	\$7,428	
Expense	204-2-06-52002-000	Grants - Travel/Mileage	937	
Expense	204-2-06-53101-000	Grants - Office Supplies	2,300	
Revenue	204-2-06-42335-000	Grants - Beach Testing Grant		\$10,665
Expense	204-1-01-51101-000	Salaries	\$49,200	
Revenue	204-1-01-49302-000	Other Revenue		\$49,200

Dated at Port Washington, Wisconsin, this 3rd day of July 2024.

SUMMARY: Wisconsin Department of Natural Resources 2024 Wisconsin Beach Monitoring Program Grant - \$10,665, Wisconsin Department of Health Services Lead Testing in School and Child Care Programs Drinking Water Grant - \$49,200.

VOTE REQUIRED: Two-Thirds of Members Elect

FINANCE COMMITTEE

Finance Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	June 27, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Karen Niemuth
PREPARER:	Tyler Quaas

Agenda Summary Increase of Revenue 2024 - Public Health

ATTACHMENTS:

- Public Health (PDF)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: May 28, 2024
DEPARTMENT: Public Health
DIRECTOR: Kim Buechler
PREPARER: Tyler Quaas

Agenda Summary Increase of Revenue Budget Amendment Wisconsin Department of Natural Resources 2024 Wisconsin Beach Monitoring Program Grant

BACKGROUND INFORMATION: The Health Department was granted \$10,665 from the Department of Natural Resources to implement the 2024 Wisconsin Beach Monitoring Program, with expenses to be incurred throughout the beach season between Memorial Day and Labor day of 2024 and being reimbursed by the DNR at the end of the season. The department plans to use these funds for necessary beach testing supplies, maintenance on vehicles used for driving between beaches, and staff time to complete in-house testing, to ensure that water quality determinations are conducted promptly and according to DNR standards.

ANALYSIS: The dollars were allocated to assure health departments have the infrastructure to support Environmental Health work. The WOPHD intends to spend the dollars to support infrastructure improvements and sustainability.

FISCAL IMPACT: \$10,665

Balance Current Year: \$10,665

Next Year's Estimated Cost: \$0

FUNDING SOURCE:

County Levy: \$0

Non-County Levy: \$10,665

Indicate source: Wisconsin Department of Natural Resources

RECOMMENDED MOTION: Approve

HEALTH AND HUMAN SERVICES COMMITTEE

RESULT: APPROVED AND FORWARDED [UNANIMOUS]Next: 6/27/2024 8:00 AM

MOVER: A. Khan, Supervisor District 20

SECONDER: B. Paape, Supervisor District 2

AYES: Foy, Watts, Paape, Khan, Kincaide

Attachment: Public Health (INC REV)

AGREEMENT BETWEEN
WISCONSIN DEPARTMENT OF NATURAL RESOURCES
AND
WASHINGTON OZAUKEE COUNTY HEALTH DEPARTMENT

THIS AGREEMENT is entered into by and between the State of Wisconsin Department of Natural Resources (Department) and Washington Ozaukee County Health Department (Agency) for the purpose of implementing the Wisconsin Beach Monitoring Program in Ozaukee County.

FOR AND IN CONSIDERATION of the terms and conditions contained in this agreement the above-named parties agree:

1. PERIOD OF AGREEMENT: This agreement shall commence upon its signing by both parties and continue until October 31, 2024, during which period all performance as described in this agreement shall be fully completed to the satisfaction of the Department. The Agency is eligible for expenses incurred after April 1, 2024.
2. CANCELLATION: The Department reserves the right to cancel this agreement in whole or in part, without penalty, due to non-appropriation of funds or for failure of the Agency to comply with terms, conditions, and specifications of this agreement.
3. ENTIRE AGREEMENT; AMENDMENTS: This agreement, together with the specifications in the bid request (if any) and referenced parts and amendments, shall constitute the entire agreement and previous communications or agreements pertaining to this agreement are hereby superseded. Any agreement revisions including cost adjustments and time extensions may be made only by a written amendment to this agreement, signed by both parties prior to the ending date of this agreement.
4. ASSIGNMENT SUBCONTRACTS: Neither this agreement nor any right or duty in whole or in part by the Agency under this agreement may be assigned, delegated or subcontracted without the written consent of the Department. If upon the written consent of the Department this agreement or any right or duty in whole or in part is assigned, the Assignee(s) shall expressly agree to assume and perform all relevant obligations expressed under the terms of this agreement and be bound by the terms and conditions of this agreement. Assignment in whole or in part of this agreement does not absolve the Agency of any liability or obligation expressed and agreed to hereunder.
5. DESCRIPTION OF WORK: The Agency agrees to perform the services to the satisfaction of the Department as described in the attached Scope of Work.

Attachment: Public Health (INC REV)

6. AGENCY CONTACTS: All communications regarding this agreement will be made through the designated agency contacts. The designated contacts are:

Agency - Hannah Kuehn, Business Manager
Washington Ozaukee County Health Department
121 W. Main Street
P.O. Box 994
Port Washington, WI 53074
262-284-8182
hannah.kuehn@washozwi.gov

Chris Berg, Environmental Health
262-335-4462
Chris.berg@washozwi.gov

Abby Freeland, Sanitarian
262-335-4462
abigail.freeland@washozwi.gov

WDNR - Diane Packett, Office of Great Waters
Wisconsin Department of Natural Resources
Office of Great Waters, OGW/3
P.O. Box 7921
Madison, WI 53707
608-640-7511
DNRBeachHealth@wisconsin.gov

7. TERMINATION:

- A. This agreement may be terminated in whole, or in part, in writing by the Department in the event of substantial failure of the Agency to fulfill its obligation under this agreement, provided, that the Department shall give the Agency not less than thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate and an opportunity for consultation prior to termination.
- B. If termination is effected by the Department, an equitable adjustment in the price provided for in this agreement shall be made. Any payment due to the Agency at the time of termination may be adjusted to the extent of any additional costs occasioned to the Department by reason of the Agency's default. The equitable adjustment for any termination shall provide for payment to the Agency for services rendered and expenses incurred prior to the termination, in addition to termination settlement costs reasonably incurred by the Agency relating to commitments which had become firm prior to the termination.
- C. Upon receipt of a termination action pursuant to paragraph A above, the Agency shall (1) promptly discontinue all services affected (unless the notice directs otherwise); (2)

terminate all subcontracts to the extent that they relate to the performance of work terminated by the Department, and (3) deliver or otherwise make available to the Department, all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Agency in performing this agreement, whether completed or in process.

- D. Upon termination pursuant to paragraph A. above, the Department may take over the work and prosecute the same to completion by agreement with another party or otherwise and the Agency is liable for any excess costs for such similar work or services.
- E. The rights and remedies of the Department and the Agency provided in this clause are in addition to any other rights and remedies provided by law or under this agreement.
8. **PAYMENT:** The Department agrees to reimburse the Agency up to a total of **\$10,665** for the costs identified in the attached Scope of Work. A billing by the Agency shall be made at the end of the agreement period for the actual net costs incurred for review and acceptance. Final invoices must be submitted to the Department, **no later than November 30, 2024**. The Agency is eligible for expenses incurred starting April 1, 2024. Invoices and completed expenditure report provided by DNR should be sent to (Email preferred):

DnrOgwInvoices@wisconsin.gov AND DNRBeachHealth@wisconsin.gov

Or mail to: Wisconsin Department of Natural Resources
Attn: Melissa Lake & Diane Packett – OGW/3
P.O. Box 7921
Madison, WI 53707

9. **RECORDS; ACCESS:** The Agency shall, for a period of three (3) years after completion and acceptance by the Department, maintain books, records, documents, and other evidence directly pertinent to performance on work under this agreement in accordance with generally accepted accounting principles and practices. The Agency shall also maintain the financial information and data used in the preparation or support of the cost submission in effect on the date of execution of this agreement and a copy of the cost summary submitted to the Department. The Department, U.S Environmental Protection Agency, their agents and their duly authorized representatives, shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Agency shall provide proper facilities for such access and inspection. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such dispute, performance, or costs or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such dispute, appeal, litigation, claim or exception.
10. **INDEPENDENT AGENCY:** The Agency is an Independent Agency for all purposes and is not an employee or agent of the Department.

11. INDEMNIFICATION: The Agency agrees to save, keep harmless, defend and indemnify the State of Wisconsin, Department of Natural Resources and all its officers, employees and agents, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or omissions of Agency's employees, agents or representatives.

12. INSURANCE: The Agency performing services for the State of Wisconsin shall:
 - A. Maintain worker's compensation insurance or self-insure for all employees engaged in the work.
 - B. Maintain commercial liability and property damage insurance or equivalent protection against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the agreement. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
 - C. Provide an insurance certificate indicating this coverage, counter-signed by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the agreement.
 - D. The state reserves the right to require higher or lower limits where warranted.

13. NONDISCRIMINATION: In connection with the performance of work under this agreement, the Agency agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Agency further agrees to take affirmative action to ensure equal employment opportunities. The Agency agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Department setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the Agency being declared an "ineligible" agency, termination of the agreement or withholding of payment.

14. AFFIRMATIVE ACTION: If this agreement is for an amount of fifty thousand dollars (\$50,000) or more the Agency agrees to submit a written affirmative action plan to the Department within 15 business days after the agreement commences if an acceptable plan is not already on file with the State of Wisconsin. (An agency with an annual work force of fewer than fifty employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the Agency being declared an "ineligible" agency, termination of the agreement or withholding of payment.

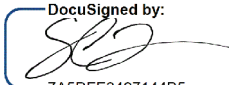
15. GUARANTEED DELIVERY: Failure of the Agency to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the Agency liable for all costs in excess of the agreement price when alternate procurement is necessary. Excess costs shall include the Department's administrative costs.
16. FUNDING SOURCE: This agreement is funded in part or wholly by grants from the U. S. Environmental Protection Agency , CFDA #66.472. This procurement will be subject to regulations contained in 2 CFR 200. Neither the United States nor the U. S. Environmental Protection Agency is a party to this agreement.
17. APPLICABLE LAW: This agreement shall be governed by the laws of the State of Wisconsin. The Agency shall at all times comply with all federal, state and local laws, ordinances, and regulations in effect during the period of this agreement.
18. ANTITRUST ASSIGNMENT: The Agency and the Department recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the Department. Therefore, the Agency hereby assigns to the Department any and all claims for such overcharges as to goods, materials or services purchased in connection with this agreement.
19. PAYMENT TERMS AND INVOICING: Payment shall be considered timely if the payment is mailed, delivered, or transferred by the later of the following:
 - A. The date specified on a properly completed invoice for the amount specified in the order or agreement, or
 - B. Within thirty (30) days after receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or agreement or within thirty (3) days after receipt of an improperly completed invoice or receipt and acceptance of the property or service under the order or agreement, whichever is later if the Department does not notify the sender of receipt of an improperly completed invoice within ten (10) working days after it receives the invoice of the reason it is improperly completed.
20. TAXES: The Department is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of all federal tax and Wisconsin sales or use tax on its purchases. The State of Wisconsin does not issue a tax exempt number for state agencies. The Department may be subject to other states' taxes on its purchases in that state depending on the laws and of that state. An agency performing construction activities are required to pay state use tax on the cost of materials.
21. TAX DELINQUENCY: An agency who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.

- 22 ADDENDUM: Additional conditions are attached as Exhibit A, as part of the federal Grant Agreement No. CU-00E52814 funding this award. It is the responsibility of the agency to determine which, if any, of the Federal Administrative Conditions in Exhibit A may be relevant to the agency or their sub awards, and to apply them accordingly.

The undersigned, as representatives of their respective agencies, hereto agree to this agreement.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

3/22/2024 | 12:18 PM CDT
Date: _____

DocuSigned by:

By: 7A5DFE3497144B5...
Steven Little, Deputy Secretary

WASHINGTON OZAUKEE COUNTY
HEALTH DEPARTMENT

Date: _____

By: _____
Kim Buechler, Director

Attachment: Public Health (INC REV)

2024 BEACH MONITORING SCOPE OF WORK
WASHINGTON OZAUKEE COUNTY HEALTH DEPARTMENT

DESCRIPTION OF WORK

The Wisconsin Beach Monitoring Program was developed in accordance with the current BEACH Act grant guidance, the federal grant that provides the funding for this work. The official beach season begins at the Memorial Day holiday weekend (May 24, 2024) and extends through Labor Day (September 3, 2024). The beach list was developed in consultation with the Washington Ozaukee County Health Department, the Parks and Recreation Bureau at WDNR, and public comments. The DNR Beach Program Coordinator should be notified promptly of any changes to the list or necessary reductions in the monitoring frequency (e.g. unsafe conditions).

The designated contacts are:

- Agency -

Hannah Kuehn, Business Manager
Washington Ozaukee County Health Department
121 W. Main Street
P.O. Box 994
Port Washington, WI 53074
262-284-8182
hannah.kuehn@washozwi.gov

Chris Berg, Environmental Health
262-335-4462
Chris.berg@washozwi.gov

Abby Freeland, Sanitarian
262-335-4462
abigail.freeland@washozwi.gov
- DNR -

Diane Packett, Wisconsin Beach Program Coordinator
Wisconsin Department of Natural Resources
Office of Great Waters, OGW/3
P.O. Box 7921
Madison, WI 53707
608-640-7511
DNRBeachHealth@wisconsin.gov

The Agency must participate in a manner to ensure that the following work is completed in a timely manner:

- (1) Monitoring will occur at the following beaches at least at the minimum frequency using approved sampling techniques and analytical methods as specified in Wisconsin’s BEACH Program Quality Assurance Project Plan. A minimum of 168 samples should be collected within the 14-week beach season if weather conditions and personal safety permit.

Ozaukee County Beaches		
Beach Name	Beach ID	Minimum Number of Samples
Concordia University Beach	WI135037	1 x weekly
Harrington Beach State Park Beach – North	WI789237	2 x weekly (2 locations)
Harrington Beach State Park Beach – South	WI367981	2 x weekly (2 locations)
North Beach (Upper Lake Park) Beach	WI652173	1 x weekly
South Beach	WI517895	2 x weekly
Jay Rd	WI926427	Voluntary
Lions Den Gorge Nature Preserve	WI750163	Voluntary

<i>Beach Name</i>	<i>Beach ID</i>	<i>Minimum Number of Samples</i>
Pebble Beach Rd Ozaukee	WI727293	Voluntary
Sandy Beach Rd	WI944539	Voluntary
Silver Rd	WI922794	Voluntary
Virmond County Park	WI624360	Voluntary

- (2) Sample collection will include *E. coli*, and at least the following routine sanitary survey parameters: water clarity (turbidity is optional addition), wave height, weather conditions (e.g. cloud cover, wind, etc.), water temperature, gull and other animal counts and algae on the beach and in the water. Data will be promptly entered into the Wisconsin Beach Health database each day where sample collection occurs.
- (3) Performance of a full annual sanitary survey is reimbursable for each monitored beach, and for each non-monitored beach as approved in advance by the Department's BEACH Coordinator, up to the amount estimated by the jurisdiction prior to the start of beach season. In order for costs to be reimbursed, the report of survey results, including but not limited to the information requested by the [EPA Full Annual Sanitary Survey](#), will be delivered to the Beach Program Coordinator before October 31, 2024.
- (4) The Department may grant permission to analyze for *E. coli* by qPCR to supplement or to develop comparison relationships between results with the approved EPA culture methods provided that there is a beach-specific performance demonstration, the analyses are performed by a qualified laboratory, an acceptable plan for its use including a standard operating procedure is provided to the Department's Beach Program Coordinator and its use is acceptable to the Department and EPA.
- (5) Sampling and analyses to investigate the source of the contamination are reimbursable, contingent upon the prior performance of a full annual sanitary survey. Requests and approvals should be obtained in advance and will be documented in writing.
- (6) Nowcast development or implementation in accordance with "Best Practices for Operating and Maintaining Water Quality Nowcasts" (www.seagrant.wisc.edu/virtualbeach/#Guidance) is reimbursable. Operational Nowcast has been implemented as indicated in the table above. Decision criteria for using the Nowcast have been developed in collaboration with the Nowcast developer and written documentation provided to the Beach Program Coordinator. Decision criteria may be adjusted based on model performance. Any revisions to these criteria must be documented and submitted to the Beach Program Coordinator.

The Agent will implement beach management processes and procedures that optimize the use of Nowcasting, site-specific information and analytical monitoring with the goal of providing timely public notifications of beach conditions and minimizing decision errors about the beach status. Nowcasting or other site-specific information (e.g. sanitary survey information) may be used alone or in combination with monitoring to determine potential for exceedance of the water quality criteria. Nowcasting or re-sampling will be conducted as soon as is practical after receiving sample results of an exceedance at the advisory level. Advisory status decisions based on the Nowcast or other model will report this as the reason.

If an operational Nowcast is in place at a beach, decisions about public notifications may be based on the Nowcast alone. (e.g. an advisory or closure may be posted without sampling). Note that to maintain predictive capacity and the ability to verify calibration of the Nowcast, routine monitoring will be necessary so sampling schedule should not be biased to days when an exceedance is predicted.

If Nowcast or qPCR are operational at a beach and conflicting results obtained, the results will be interpreted by the beach manager based on experience at the beach, sanitary survey results, and potential for false positive or false negative.

- (7) If traditional monitoring is the basis for declaring an advisory and circumstances do not warrant or permit resampling within 24 hours following an exceedance, then a beach advisory or closure will remain in place until next sampling event with the reason for closure listed as "Policy". If an operational Nowcast is in use for the beach, decision rules in place for assessing conditions from the Nowcast indicates improved conditions, and sanitary survey information or other experience at the beach supports the assessment of improved conditions, then the beach notification may be adjusted (reduced from closure to advisory or advisory to open) or be re-opened. Beach managers should resample as soon as practical/feasible following a beach closure.
- (8) Any anticipated deviations from the scheduled sampling frequency should be discussed with the Beach Program Coordinator and must be explained in writing in advance of altering the schedule. Should a catastrophic event or natural disaster occur that necessitates closing a beach for an extended period, the Beach Program Coordinator should be notified as soon as practical so appropriate posting and notices can be arranged for the Beach Health website.
- (9) Timely public notifications of beach conditions will include updating advisory status on the Beach Health web application and posting appropriate signs or colored flags at the beach. Additional public notification mechanisms or social media may be used at the discretion of the local community. Procedural modifications may be made in consultation with the Wisconsin Beach Program Coordinator. DNR will make a limited supply of signs available or provide templates for printing locally (see below).
- (10) Nowcast water quality determinations and data entry of sample results (including sanitary survey parameters and voluntary monitoring) into the Beach Health Database will be conducted promptly. Nowcast results are expected to be entered no later than 10:30 am on the day they are generated. Sample results are expected to be entered on the day they are received but no later than 8:30 a.m. the following morning.
- (11) Beach locational information (beginning and ending latitude and longitude) will be verified at beaches where monitoring is occurring. Changes to coordinates or beach lengths will be reported to the Beach Program Coordinator.

Budgeted Funds:

Expenditures	Description	Quantity	Unit	Cost/Unit	Sub.Total
Travel		1400	Miles	\$0.67	\$937
Analytical			Tests	\$0.00	\$ -
Laboratory Supplies	Colilert-18/Quanti-Trays/Q-T Comparator, Bacteria Bottles				\$2,300
Labor	Sampling Staff Time	140	Hours	\$31.84	\$4,458
	Data Entry Time	40	Hours	\$31.84	\$1,274
	Other: Manager	40	Hours	\$42.41	\$1,696
Misc Supplies	Ice		Bags	\$0.00	\$ -
	Other: (Describe)			\$0.00	\$ -
Nowcast/Modeling				\$0.00	\$ -
Full Sanitary Survey of beaches				\$0.00	\$ -
Other: (Describe)				\$0.00	\$ -
Estimate Cost for Reporting Period:					\$ 10,665

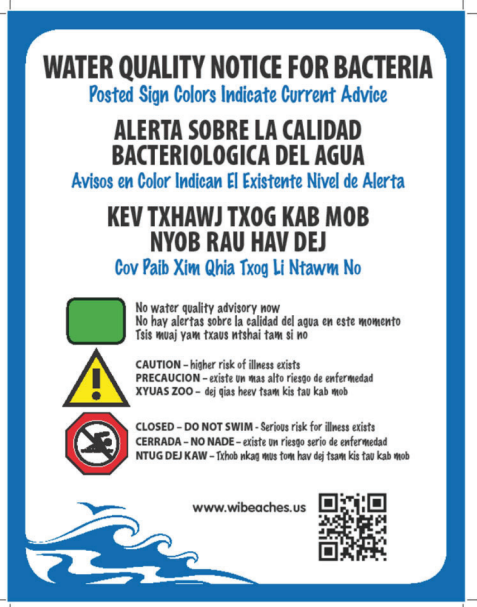
Final invoices must be submitted no later than November 30, 2024. *Report expenditures using electronic forms provided.* Costs incurred after April 1, 2024, for supplies and model calibration associated with the 2024 beach season may be eligible for reimbursement. If the work will be subcontracted out, copies of the contract and payment requests from the subcontractor must be provided. The subcontractor's payment request must include the information requested in the expenditure report form provided by DNR.

Expenses that are reported in the "Other" category should be confirmed with the Beach Program Coordinator. Beach restoration activities are not eligible expenses. Examples of BEACH grant related expenditures include but are not limited to:

- Supplies associated with sampling or analysis
- Sanitary survey activities and supplies
- Development of predictive models including calibration and validation
- Implementation of qPCR
- Travel expenses for Great Lakes Beach Association Conference
- Beach Workgroup meetings

Any special projects funded through BEACH Act grant should be attached to the Expenditure Report unless other arrangements are made with the Beach Program Coordinator.

Wisconsin Beach Program Signage



General sign describing possible levels of advisory. This sign is designed to be used at every monitored beach in conjunction with colored signs or flags



Green sign for use when the beach is open – Nowcast or E coli concentrations $\leq$ 235 CFU/100 mL



Yellow sign for use when E coli concentrations $>$ 235 CFU/100 mL but $<$ 1000 CFU/ 100 mL or other conditions that indicate health advice is needed



Red sign for use when the beach is closed – E coli concentrations $>$ 1000 CFU/100 mL or unsafe swimming conditions exist

Exhibit A

CU - 00E52814 - 0 Page 4

Administrative Conditions**General Terms and Conditions**

The recipient agrees to comply with the current EPA general terms and conditions available at:
<https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2022-or-later>.

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at:
<https://www.epa.gov/grants/grant-terms-and-conditions#general>.

A. Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

Federal Financial Reports (SF-425): rtpfc-grants@epa.gov and young.robert@epa.gov
MBE/WBE reports (EPA Form 5700-52A): **Michael Tukes at tukes.michael@epa.gov and Robert Young at young.robert@epa.gov**

All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: **Michael Mora at Mora.Michael@epa.gov and Robert Young at young.robert@epa.gov**

Payment requests (if applicable): **Michael Mora at Mora.Michael@epa.gov**

Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: **Michael Mora at Mora.Michael@epa.gov**

B. Pre-Award Costs

In accordance with 40 CFR 35.113 Subpart A, the grantee may charge pre-award costs (both Federal and non-Federal matching shares) incurred from **7/1/2023** to the actual award date provided that such costs were contained in the approved application and all costs are incurred within the approved budget period.

Programmatic Conditions**Grant-Specific Programmatic Terms and Conditions****A. PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT****Performance Reports – Content**

In accordance with 2 CFR 200.329, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) A comparison of actual

Attachment: Public Health (INC REV)

accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs.

Additionally, the recipient agrees to inform EPA as soon as problems, delays, or adverse conditions which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan are known.

Moreover the report must specifically address the previous year's beach season summarizing program activities, budget, and deliverables, including:

1. Summary of monitoring results and notification (beach action days) of the 2023 and 2024 beach season.
2. Consistency with beach program performance criteria including updates to and changes in the lists of beaches and the tiered monitoring plan.
3. Other deliverables specified in the workplan.

Performance Reports - Frequency

The recipient agrees to submit **annual** performance reports electronically to the EPA Project Officer within 90 days after the annual reporting period ends on 7/1. The recipient must submit the final performance report no later than 120 calendar days after the end date of the period of performance.

Data Submission

The recipient will provide by January 31 electronic submissions of monitoring and notification data for the previous year consistent with the recipient's data submission plan, EPA's *National Beach Guidance and Required Performance Criteria for Grants: 2014 Edition*, and instructions on <https://www.epa.gov/beach-tech/submitting-beach-data-epa>.

Subaward Performance Reporting

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.
2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.208 and the 2 CFR Part 200.339 Remedies for

Noncompliance.

Note: EPA Project Officers may customize this reporting requirement based on programmatic information needs.

B. Cybersecurity Condition

State Grant Cybersecurity

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.332(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

C. QUALITY ASSURANCE

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](#) Quality Assurance.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement **the** Quality Assurance (QA) planning

documents in accordance with this term and condition; and/or ensure sub-award recipients implement all applicable approved QA planning documents.

For Reference:

[EPA QA/R-2: EPA Requirements for Quality Management Plans](#) and [EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans](#); contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions. [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#), Appendix C provides a QAPP Checklist.

[EPA's Quality Program](#) website has a [list of QA managers](#), and [Quality Specifications for non-EPA Organizations to do business with EPA](#).

The [Office of Grants and Debarment Quality Assurance Requirements](#).

D. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at <https://www.fgdc.gov/>.

E. Use of Logos

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must **not** be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that the State of Wisconsin received financial support from the EPA under an Assistance Agreement. More information is available at: <https://www.epa.gov/stylebook/using-epa-seal-and-logo#policy>

F. Competency Policy

Competency of Organizations Generating Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, [Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements](#),

Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, Recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. Recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <https://www.epa.gov/sites/production/files/2015-03/documents/competency-policy-aaia-new.pdf> or a copy may also be requested by contacting the EPA Project Officer for this award.

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	May 28, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Karen Niemuth
PREPARER:	Tyler Quaas

Agenda Summary Increase of Revenue Budget Amendment 2024 Lead in Water Testing and Remediation Initiative

BACKGROUND INFORMATION: The Health Department was granted a starting amount of \$49,200 by DHS to initiate a lead-in-water testing and remediation partnership for licensed childcare and Early Head Start facilities in both counties. The Health Department will work to enroll childcare facilities in the Wisconsin Lead-in WTR Initiative in conjunction with our existing childhood lead poisoning campaign, providing informational materials for childcare staff and families about the dangers of childhood lead poisoning and offering free water testing (supplies provided by the State) for each facility as outlined in the attached scope of work. DHS agrees to reimburse the health department \$1200 per facility to cover staff time for completion of water testing.

ANALYSIS: The health department set a goal in conjunction with DHS to register and complete testing for at least 50% of licensed facilities in Washington and Ozaukee Counties (41 facilities, equivalent to \$49,200). If additional facilities agree to participate, additional funds can be requested at a later date. The health department is currently requesting approval to add the anticipated revenue for 50% of licensed facilities, to be completed in 2024.

FISCAL IMPACT: \$49,200

Balance Current Year: \$49,200

Next Year's Estimated Cost: \$0

FUNDING SOURCE:

County Levy: \$0

Non-County Levy: \$49,200

Indicate source: WI DHS

RECOMMENDED MOTION: Approve

Attachment: Public Health (INC REV)

Wisconsin Department of Health Services Contract Centralization Legal Review

Agreement Number: **435100-G24-LeadTestRem-28**

Bureau of Procurement and Contracting (BPC) Review:

☒ This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language.

☐ This agreement uses intergovernmental cooperative purchasing.

OLC Review Required:

☐ This agreement does not use a BPC template with Office of Legal Counsel (OLC) approved language or uses a BPC template with requested language changes.

Description:

Please indicate any information that will help the OLC reviewer recall the result of the review of this document.

Attachment: Public Health (INC REV)

Office of Legal Counsel (OLC) Review and Approval:

☒ This agreement has been reviewed for form and approved by the Wisconsin Department of Health Services Office of Legal Counsel.

DocuSigned by:

Cody Wagner

Name: Cody Wagner

Title: Office of Legal Counsel

5/13/2024

Date Signed

Bureau of Procurement and Contracting
Procurement Authority Review
(Not required for CARS/GEARS agreements)

Submitting division: DPH

Division submitter: Madelyn Reinagel

Procurement authority:

- ☐ Request for Bid (provide solicitation#):
- ☐ Request for Proposal (provide solicitation#):
- ☐ Request for Services
- ☐ Waiver (provide waiver#):
- ☐ Simplified Bid
- ☐ Interagency
- ☒ Grant exemption (provide GE#): 31
- ☐ Other (describe):

Appropriation (if applicable): 15000

Attachment: Public Health (INC REV)



GRANT AGREEMENT
between the
State of Wisconsin Department of Health Services
and
Washington Ozaukee Public Health Department
for
Lead-in-Water Testing and Remediation Initiative

DHS Grant Agreement No.: 435100-G24-LeadTestRem-28

DPH Contract No.: 64090

Agreement Amount: \$49,200

Agreement Term Period: 04/01/2024 to 09/30/2024

DHS Division: Division of Public Health

DHS Grant Administrator: Madelyn Reinagel

DHS Telephone: 608-266-0381

DHS Email: madelyn.reinagel@dhs.wisconsin.gov

Grantee Grant Administrator: Hannah Kuehn

Grantee Telephone: 262-284-8170

Grantee Email: Hannah.kuehn@washozwi.gov

Grantee Unique Entity Identifier (UEI) Name:

Grantee Unique Entity Identifier (UEI) Number:

Grantee Supplier ID: 0000071937

DHS and the Grantee acknowledge that they have read the Agreement and the attached documents, understand them and agree to be bound by their terms and conditions. Further, DHS and the Grantee agree that the Agreement and the exhibits and documents incorporated herein by reference are the complete and exclusive statement of agreement between the parties relating to the subject matter of the Agreement and supersede all proposals, letters of intent or prior agreements, oral or written and all other communications and representations between the parties relating to the subject matter of the Agreement. DHS reserves the rights to reject or cancel Agreements based on documents that have been altered. This Agreement becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Grantee

Entity Name: _____

Authorized Representative

Name: Kim Buechler

Title: Director/Health Officer

Signature: _____

Date: _____

Attachment: Public Health (INC REV)

TABLE OF CONTENTS

1.	DEFINITIONS.....	3
2.	ORDER OF PRECEDENCE	4
3.	PARTIES	4
4.	PURPOSE AND SCOPE.....	4
	4.1 List of Exhibits	4
5.	CONTACT INFORMATION.....	4
6.	PAYMENT FOR GRANT AWARD.....	4
7.	REPORTING	5
8.	FEDERAL AND STATE RULES AND REGULATIONS	5
9.	AFFIRMATIVE ACTION.....	5
10.	CIVIL RIGHTS COMPLIANCE	6
11.	CONFIDENTIAL, PROPRIETARY, AND PERSONALLY IDENTIFIABLE INFORMATION.....	7
12.	HIGH-RISK IT REVIEW.....	8
13.	SUBGRANT or SUBCONTRACT	8
14.	GENERAL PROVISIONS	9
15.	ACCOUNTING REQUIREMENTS	9
16.	CHANGES IN ACCOUNTING PERIOD.....	9
17.	PROPERTY MANAGEMENT REQUIREMENTS	10
18.	AUDITS.....	10
19.	OTHER ASSURANCES	12
20.	RECORDS	12
21.	CONTRACT REVISIONS AND/OR TERMINATION	12
22.	NONCOMPLIANCE AND REMEDIAL MEASURES	13
23.	DISPUTE RESOLUTION	14
24.	FINAL REPORT DATE.....	14
25.	INDEMNITY	14
26.	CONDITIONS OF THE PARTIES' OBLIGATIONS.....	14
27.	GOVERNING LAW.....	15
28.	SEVERABILITY	15
29.	ASSIGNMENT.....	15
30.	ANTI-LOBBYING ACT	15
31.	DEBARMENT OR SUSPENSION.....	15
32.	DRUG FREE WORKPLACE.....	15
33.	MULTIPLE ORIGINALS	15
34.	CAPTIONS	16
35.	SPECIAL PROVISIONS, IF APPLICABLE	16
36.	NULL AND VOID	17
37.	FEDERAL AWARD INFORMATION	18

Attachment: Public Health (INC REV)

1. DEFINITIONS

Words and terms will be defined by their ordinary and usual meanings. Unless negotiated otherwise by the parties, where capitalized, the following words and terms will be defined by the meanings indicated. The meanings are applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Agency: an office, department, agency, institution of higher education, association, society or other body in State of Wisconsin government created or authorized to be created by the Wisconsin State Constitution or any law, which is entitled to expend monies appropriated by law, including the Legislature and the courts.

Assistance Listing: refers to the publicly available listing of Federal assistance programs managed and administered by the General Services Administration, formerly known as the Catalog of Federal Domestic Assistance (CFDA), pursuant to 2 C.F.R. § 200.1.

Business Associate: pursuant to 45 C.F.R. § 160.103, a business associate includes:

- (i) A health information organization, e-prescribing gateway, or other person that provides data transmission services with respect to protected health information to a covered entity and that requires access on a routine basis to such protected health information.
- (ii) A person that offers a personal health record to one or more individuals on behalf of a covered entity.
- (iii) A subcontractor that creates, receives, maintains, or transmits protected health information on behalf of the business associate.

Business Day: any day on which the State of Wisconsin is open for business, generally Monday through Friday unless otherwise specified in this Agreement.

Confidential Information: all tangible and intangible information and materials being disclosed in connection with this Agreement, in any form or medium without regard to whether the information is owned by the State of Wisconsin or by a third party, which satisfies at least one (1) of the following criteria: (i) Personally Identifiable Information; (ii) Protected Health Information under HIPAA, 45 C.F.R. § 160.103; (iii) non-public information related to DHS' employees, customers, technology (including databases, data processing and communications networking systems), schematics, specifications, and all information or materials derived therefrom or based thereon; or (iv) information expressly designated as confidential in writing by DHS. Confidential Information includes all information that is restricted or prohibited from disclosure by state or federal law.

Day: calendar day unless otherwise specified in this Agreement.

DHS: Department of Health Services.

Grant Administrator: individual(s) responsible for ensuring all steps in the grant administration process are completed, including drafting grant language, negotiating grant terms, and monitoring the granted entity's performance.

Personally Identifiable Information: an individual's last name and the individual's first name or first initial, in combination with and linked to any of the following elements, if that element is not publicly available information and is not encrypted, redacted, or altered in any manner that renders the element unreadable: (a) the individual's Social Security number; (b) the individual's driver's license number or state identification number; (c) the number of the individual's financial account, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual's financial account; (d) the individual's DNA profile; or (e) the individual's unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical representation, and any other information protected by state or federal law.

Protected Health Information (PHI): health information, including demographic information, created, received, maintained, or transmitted in any form or media by the Business Associate, on behalf of the Covered Entity, where such information relates to the past, present, or future physical or mental health or condition of an individual, the

provision of health care to an individual, or the payment for the provision of health care to an individual, that identifies the individual or provides a reasonable basis to believe that it can be used to identify an individual.

Publicly Available Information: any information that an entity reasonably believes is one of the following: a) lawfully made widely available through any media; b) lawfully made available to the general public from federal, state, or local government records or disclosures to the general public that are required to be made by federal, state, or local law.

2. ORDER OF PRECEDENCE

This Agreement and the following documents incorporated by reference into the Agreement constitute the entire agreement of the parties and supersedes all prior communications, representations or agreements between the parties, whether oral or written. Any conflict or inconsistency will be resolved by giving precedence in the following descending order:

1. The Business Associate Agreement (BAA) if applicable.
2. The terms of this Agreement.
3. Any and all exhibits or appendices to this Agreement.

3. PARTIES

This is a grant agreement between the state agency responsible for overseeing the coordination and integration of social service programs and the Grantee listed below.

- A. The Wisconsin State Agency is: The State of Wisconsin Department of Health Services (DHS).
DHS' principal business address is: 1 West Wilson Street, Room 139, Madison, Wisconsin 53703.
- B. The Grantee is: Washington Ozaukee Public Health Department
The Grantee's principal business address is: 121 W Main Street., PO Box 994

4. PURPOSE AND SCOPE

This Grant Agreement (Agreement) and Exhibit(s) describe the terms and conditions under which the Grantee receives an award from DHS to carry out part of a state and/or federal program.

The Grantee agrees to provide goods and/or care and services consistent with the purposes and conditions of the objectives that it has agreed to attain within the Agreement period as referred to in the attached exhibit(s).

4.1 List of Exhibits

Exhibit 1: Scope of Work

5. CONTACT INFORMATION

DHS Grant Administrator

Grant Administrator Name: **Madelyn Reinagel**

Telephone: **608-266-0381**

Email: **madelyn.reinagel@dhs.wisconsin.gov**

Grantee Grant Administrator

Grant Administrator Name: **Hannah Kuehn**

Telephone: **262-284-8170**

Email: **hannah.kuehn@washozwi.gov**

DHS will mail legal notices to the Grantee's Grant Administrator at the address identified in Section 3, unless otherwise notified by the Grantee.

6. PAYMENT FOR GRANT AWARD

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

- A. *Prompt Payment Law*: DHS shall pay properly submitted Supplier invoices within thirty (30) days of receipt, providing that the services to be provided to DHS have been delivered, rendered, or installed (as the case may be), and accepted as specified in this Agreement and all documents incorporated herein by reference. A good faith dispute in regard to an invoice creates an exception to prompt payment pursuant to Wis. Stat. § 16.528
- B. *State Tax Exemption*: DHS is exempt from payment of Wisconsin sales or use tax on all purchases.
- C. *Payment Offsets for Grantee's Delinquency*: The State of Wisconsin may offset payments made to the Grantee under this Agreement in an amount necessary to satisfy a certified or verifiable delinquent payment owed to the State or any state or local unit of government. DHS reserves the right to cancel this Agreement as provided in Agreement Cancellation, if the delinquency is not satisfied by the offset or other means during the Agreement term.
- D. *Refund of Credits*: DHS may request a refund of credits owed at any time. Grantee agrees to refund credits owed within sixty (60) days of DHS's request.

7. REPORTING

- A. The Grantee shall comply with DHS' program reporting requirements as specified in the Scope of Work.
- B. The required reports shall be forwarded to DHS Grant Administrator according to the schedule established by DHS.

8. FEDERAL AND STATE RULES AND REGULATIONS

- A. The Grantee agrees to meet state and federal laws, rules, regulations, and program policies applicable to this Agreement.
- B. The Grantee will act solely in its independent capacity and not as an employee of DHS. The Grantee shall not be deemed or construed to be an employee of DHS for any purpose.
- C. The Grantee agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 2001, which prohibits tobacco smoke in any portion of a facility owned, leased, or granted for or by an entity that receives federal funds, either directly or through the state, for the purpose of providing services to children under the age of 18.
- D. Pursuant to 2021 Wisconsin Executive Order 122, use of state funds for conversion therapy is expressly disallowed. 'Conversion therapy' does not include: any practice or treatment that provides acceptance, support, or understanding to an individual, or any practice or treatment that facilitates an individual's coping, social support, or identity exploration and development, so long as such practices or treatments do not seek to change sexual orientation or gender identity; any practice or treatment that is neutral with regard to sexual orientation or gender identity and that seeks to prevent or address unlawful conduct or unsafe practices, or any practice or treatment that assists an individual seeking to undergo a gender transition or who is in the process of undergoing a gender transition.
- E. Pursuant to 2023 Executive Order 184, grantee agrees it does not sell any products prohibited in the Order. In addition, grantee agrees that in fulfillment of its responsibilities under the Contract that no subcontractor relationship exists that would violate the prohibitions outlined in the Order.
- F. If federally funded, pursuant to 2 C.F.R. §200.322, the requirements of 2 C.F.R. §200.322 must be included in this award. The following clauses are hereby incorporated into this Contract and are enforceable as if restated herein in their entirety by reference to the following link:
https://www.govregs.com/regulations/title2_chapterII_part200_subpartD_subjgrp29_section200.322

9. AFFIRMATIVE ACTION

Pursuant to 2019 Wisconsin Executive Order 1, contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

As required by Wisconsin's Contract Compliance Law, Wis. Stat. § 16.765 and Wis. Admin. Code § Adm 50.04, the Grantee must agree to equal employment and affirmative action policies and practices in its employment programs:

The Grantee agrees to make every reasonable effort to develop a balance in either its total workforce or in the project-related workforce that is based on a ratio of work hours performed by handicapped persons, minorities, and women

except that, if the department finds that the Grantee is allocating its workforce in a manner which circumvents the intent of this chapter, the Department may require the Grantee to attempt to create a balance in its total workforce. The balance shall be at least proportional to the percentage of minorities and women present in the relevant labor markets based on data prepared by the Wisconsin Department of Workforce Development (DWD), the Office of Federal Contract Compliance Programs or by another appropriate governmental entity. In the absence of any reliable data, the percentage for qualified handicapped persons shall be at least 2% for whom a Grantee must make a reasonable accommodation.

The Grantee must submit an Affirmative Action Plan within fifteen (15) working days of the signed Agreement. Exemptions exist, and are noted in the Instructions for Grantees posted on the following website under DOA-3021P: <https://doa.wi.gov/Pages/SBOPForms.aspx>.

The Grantee must submit its Affirmative Action Plan or request for exemption from filing an Affirmative Action Plan to:

Department of Health Services
Division of Enterprise Services
Bureau of Procurement and Contracting
Affirmative Action Plan/CRC Coordinator
1 West Wilson Street, Room 672
P.O. Box 7850
Madison, WI 53707
dhscontractcompliance@dhs.wisconsin.gov

10. CIVIL RIGHTS COMPLIANCE

As required by Wis. Stat. § 16.765, in connection with the performance of work under this Agreement, the Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. § 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

The Grantee must file a Civil Rights Compliance Letter of Assurance (CRC LOA) for the current compliance period, within fifteen (15) working days of the effective date of the Agreement. If the Grantee employs fifty (50) or more employees and receives at least \$50,000 in funding, the Grantee must complete a Civil Rights Compliance Plan (CRC Plan) unless the grantee meets one of the limited exceptions. The current Civil Rights Compliance Requirements and all appendices are hereby incorporated by reference into this Agreement and are enforceable as if restated herein in their entirety. The Civil Rights Compliance Requirements, including the CRC LOA form and the template and instructions for the CRC Plan can be found at <https://www.dhs.wisconsin.gov/civil-rights/requirements.htm> or by contacting:

Department of Health Services
Civil Rights Compliance
Attn: Civil Rights Compliance Officer
1 West Wilson Street, Room 651
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 267-4955 (Voice)
711 or 1-800-947-3529 (TTY)
Fax: (608) 267-1434
Email: DHSCRC@dhs.wisconsin.gov

Attachment: Public Health (INC REV)

The CRC Plan must be kept on file by the Grantee and made available upon request to any representative of DHS. Civil Rights Compliance Letters of Assurances should be sent to:

Department of Health Services
Division of Enterprise Services
Bureau of Procurement and Contracting
Affirmative Action Plan/CRC Coordinator
1 West Wilson Street, Room 672
P.O. Box 7850
Madison, WI 53707
dhscontractcompliance@dhs.wisconsin.gov

The Grantee agrees to cooperate with DHS in any complaint investigations, monitoring or enforcement related to civil rights compliance of the Grantee or its Subgrantee(s) under this Agreement. DHS agrees to coordinate with the Grantee in its efforts to comply with the Grantee's responsibilities under these nondiscrimination provisions.

11. CONFIDENTIAL, PROPRIETARY, AND PERSONALLY IDENTIFIABLE INFORMATION

In connection with the performance of the work prescribed in this Agreement, it may be necessary for DHS to disclose to the Grantee certain information that is considered to be confidential, proprietary, or containing Personally Identifiable Information (Confidential Information). The Grantee shall not use such Confidential Information for any purpose other than the limited purposes set forth in this Agreement, and all related and necessary actions taken in fulfillment of the obligations herein. The Grantee shall hold all Confidential Information in confidence, and shall not disclose such Confidential Information to any persons other than those directors, officers, employees, and agents who have a business-related need to have access to such Confidential Information in furtherance of the limited purposes of this Agreement and who have been apprised of, and agree to maintain, the confidential nature of such information in accordance with the terms of this Agreement.

The Grantee shall institute and maintain such security procedures as are commercially reasonable to maintain the confidentiality of the Confidential Information while in its possession or control including transportation, whether physically or electronically. DHS may conduct a compliance review of the Grantee's security procedures to protect Confidential Information under Section 18 (Audits) of this Agreement.

The Grantee shall ensure that all indications of confidentiality contained on or included in any item of Confidential Information shall be reproduced by the Grantee on any reproduction, modification, or translation of such Confidential Information. If requested by DHS, the Grantee shall make a reasonable effort to add a proprietary notice or indication of confidentiality to any tangible materials within its possession that contain Confidential Information of DHS, as directed.

The Grantee or its employees and Subgrantees will not reuse, sell, make available, or make use in any format the data researched or compiled for this Agreement for any venture, profitable or not, outside this Agreement.

The restrictions herein shall survive the termination of this Agreement for any reason and shall continue in full force and effect and shall be binding upon the Grantee or its agents, employees, successors, assigns, Subgrantee, or any party claiming an interest in this Agreement on behalf of or under the rights of Grantee following any termination. Grantee shall advise all of their agents, employees, successors, assigns and Subgrantee which are engaged by the State of the restrictions, present and continuing, set forth herein. Grantee shall defend and incur all costs, if any, for actions that arise as a result of noncompliance by Grantee, its agents, employees, successors, assigns and Subgrantee regarding the restrictions herein.

- A. *Reporting to DHS:* Grantee shall immediately report within five (5) business days or less to DHS any use or disclosure of Confidential Information not provided for by this Agreement, of which it becomes aware, per state and federal requirements, as stated in any and all exhibits or appendices to this Agreement. Grantee shall cooperate with DHS' investigation, analysis, notification and mitigation activities, and shall be responsible for all costs incurred by DHS for those activities.
- B. *Indemnification:* In the event of a breach of this section by Grantee, Grantee shall indemnify and hold harmless DHS and any of its officers, employees, or agents from any claims arising from the acts or omissions of the

Grantee, and its Subgrantee, employees and agents, in violation of this section, including but not limited to, costs of credit monitoring and identity theft restoration coverage for one (1) year of coverage from the date the individual enrolls, of all persons whose Confidential Information was disclosed, disallowances or penalties from federal oversight agencies, and any court costs, expenses, and reasonable attorney fees, incurred by DHS in the enforcement of this section.

- C. *Equitable Relief*: The Grantee acknowledges and agrees that the unauthorized use, disclosure, or loss of Confidential Information may cause immediate and irreparable injury to the individuals whose information is disclosed and to DHS, which injury will not be compensable by money damages and for which there is not an adequate remedy available by law. Accordingly, the parties specifically agree that DHS, in its own behalf or on behalf of the affected individuals, may seek injunctive or other equitable relief to prevent or curtail any such breach, threatened or actual, without posting security and without prejudice to such other rights as may be available under this Agreement or applicable law.
- D. *Liquidated Damages*: The Grantee agrees that an unauthorized use or disclosure of Confidential Information may result in damage to the State's reputation and ability to serve the public interest in its administration of programs affected by this Agreement. Such amounts of damages which will be sustained are not calculable with any degree of certainty and thus shall be set forth herein. Assessment under this provision is in addition to other remedies under this Agreement and as provided in law or equity. DHS shall assess reasonable damages as appropriate and notify the Grantee in writing of the assessment. The Grantee shall automatically deduct any assessed damages from the next appropriate monthly invoice, itemizing the assessment deductions on the invoice. Liquidated Damages shall not exceed the following:
 1. \$1,000 for each individual whose Confidential Information was used or disclosed;
 2. \$2,500 per day for each day that the Grantee fails to substantially comply with the Corrective Action Plan under this Section
- E. *HIPAA*: The Grantee **NOT** a "Business Associate" pursuant to the definition under the Health Insurance Portability and Accountability Act (HIPAA) and the regulations promulgated thereunder specifically 45 C.F.R. § 160.103. If the parties are Business Associates, then the parties shall comply with DHS' Business Associate Agreement.

If the Grantee is a Business Associate, the Grantee agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 C.F.R. Parts 160 and 164 applicable to Business Associates. As defined herein, "Business Associate" shall mean the Grantee and Subgrantee and agents of the Grantee that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of Wisconsin, Department of Health Services.

In agreements for the provision of services, activities, or functions covered by the Health Insurance Portability and Accountability act of 1996 (HIPAA), the Grantee as a Business Associate must complete a Business Associate Agreement (BAA) [F-00759](#). This document must be fully executed before Agreement performance begins.

This Section shall survive the termination of the Agreement.

12. HIGH-RISK IT REVIEW

Pursuant to Wis. Stat. 16.973(13), Contractor is required to submit, via the contracting agency, to the Department of Administration for approval any order or amendment that would change the scope of the contract and have the effect of increasing the contract price. The Department of Administration shall be authorized to review the original contract and the order or amendment to determine whether the work proposed in the order or amendment is within the scope of the original contract and whether the work proposed in the order or amendment is necessary. The Department of Administration may assist the contracting agency in negotiations regarding any change to the original contract price.

13. SUBGRANT or SUBCONTRACT

- A. DHS reserves the right of approval of any Grantee's further contracts, grants, contractors, or grantees under this Agreement, and the Grantee shall report information relating to any further contract, grants, contractors, or grantees to DHS. A change in any further contractor or grantee or a change from a direct service provision to a further contractor or grantee may only be executed with the prior written approval of DHS. In addition, DHS

approval may be required regarding the terms and conditions of any further contracts or grants and the further contractor or grantee selected. Approval of any further contracts, grants, contractors, or grantees will be withheld if DHS reasonably believes that the intended further contractor or grantee will not be a responsible contractor or grantee in terms of services provided and costs billed.

- B. The Grantee retains responsibility for fulfillment of all terms and conditions of this Agreement when it enters into any further contract or grant and will be subject to enforcement of all the terms and conditions of this Agreement.

14. GENERAL PROVISIONS

- A. Any payments of monies to the Grantee by DHS for goods and/or services provided under this Agreement shall be deposited in a Federal Deposit Insurance Corporation (the "FDIC") insured bank. Any balance exceeding FDIC coverage must be collaterally secured.
- B. The Grantee shall conduct all procurement transactions in a manner that provides maximum open and free competition.
- C. If a state public official (*see* Wis. Stat. § 19.42), a member of a state public official's immediate family, or any organization in which a state public official or a member of the official's immediate family owns or controls at least a 10 percent (10%) interest is a party to this Agreement and if this Agreement involves payment of more than \$3,000 within a 12-month period, this Agreement is void unless appropriate written disclosure is made, according to Wis. Stat. § 19.45(6), before signing the Agreement. Written disclosure, if required, must be made to the State of Wisconsin Ethics Commission at:

Wisconsin Ethics Commission
PO Box 7125
Madison, WI 53707-7125
Fax: (608) 264-9319

- D. If the Grantee or Subgrantee is a corporation other than a Wisconsin corporation, it must demonstrate, prior to providing services under this Agreement, that it possesses a *Certificate of Authority* from the State of Wisconsin Department of Financial Institutions, and must have and continuously maintain a registered agent, and otherwise conform to all requirements of Wis. Stat. chs. 180 and 181 relating to foreign corporations.
- E. The Grantee agrees that funds provided under this Agreement shall be used to supplement or expand the Grantee's efforts, not to replace or allow for the release of available Grantee funds for alternative uses.

15. ACCOUNTING REQUIREMENTS

- A. The Grantee's accounting system shall allow for accounting for individual grants, permit timely preparation of expenditure reports required by DHS as contained in Section 6 of this Agreement, and support expenditure reports submitted to DHS.
- B. The Grantee shall reconcile costs reported to DHS for reimbursement or as match to expenses recorded in the Grantee's accounting or simplified bookkeeping system on an ongoing and periodic basis. The Grantee agrees to complete and document reconciliation at least quarterly and to provide a copy to DHS upon request. The Grantee shall retain the reconciliation documentation according to approved records retention requirements.
- C. Expenditures of funds from this Agreement must meet the Department's allowable cost definitions as defined in the Department's Allowable Cost Policy Manual (<https://www.dhs.wisconsin.gov/business/allow-cost-manual.htm>).

16. CHANGES IN ACCOUNTING PERIOD

- A. The Grantee shall notify DHS of any change in its accounting period and provide proof of Internal Revenue Service (IRS) approval for the change.
- B. Proof of IRS approval shall be considered verification that the Grantee has a substantial business reason for changing its accounting period.
- C. A change in accounting period shall not relieve the Grantee of the reporting or audit requirements of this Agreement. An audit meeting the requirements of this Agreement shall be submitted within ninety (90) days after the first day of the start of the new accounting period for the short accounting period and within one hundred and eighty (180) days of the close of the new accounting period for the new period. For purposes of determining audit requirements, expenses and revenues incurred during the short accounting period shall be annualized.

17. PROPERTY MANAGEMENT REQUIREMENTS

- A. Property insurance coverage will be provided by the Grantee for fire and extended coverage of any equipment funded under this Agreement which DHS retains ownership of and which is in the care, custody, and control of the Grantee.
- B. DHS shall have all ownership rights in any computer hardware supplied by DHS as a result of this Agreement. DHS shall have all ownership rights in any software or modifications thereof and associated documentation that is designed and installed or developed and installed under this Agreement. The Grantee shall have all ownership rights in any computer hardware funded under this Agreement and will have a nonexclusive, nontransferable license to use for its purposes of the software or modifications and associated documentation that is designed and/or installed under this Agreement.
- C. The Grantee agrees that if any materials are developed under this Agreement, DHS shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use and to authorize others to use such materials. Any discovery or invention arising out of, or developed in the course of, work aided by this Agreement shall be promptly and fully reported to DHS.

18. AUDITS

- A. *Requirement to Have an Audit:* Unless waived by DHS, the Grantee shall submit an annual audit to DHS if the total amount of annual funding provided by DHS (from any and all of its Divisions or subunits taken collectively) through this and other Grants is \$100,000 or more. In determining the amount of annual funding provided by DHS, the Grantee shall consider both: (a) funds provided through direct Grants with DHS; and (b) funds from DHS passed through another agency which has one or more Grants with the Grantee.
- B. *Audit Requirements:* The audit shall be performed in accordance with generally accepted auditing standards, Wis. Stat. § 46.036, Government Auditing Standards as issued by the U.S. Government Accountability Office, and other provisions specified in this agreement. In addition, the Grantee is responsible for ensuring that the audit complies with other standards and guidelines that may be applicable depending on the type of services provided and the amount of pass-through dollars received. Please reference the following audit documents for complete audit requirements:
 - 2 Code of Federal Regulations (C.F.R.), Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F - Audits. The guidance also includes an Annual Compliance Supplement that details specific federal agency rules for accepting federal subawards.
 - The State Single Audit Guidelines (SSAG) expand on the requirements of 2 C.F.R. Part 200 Subpart F by identifying additional conditions that require a state single audit. Section 1.3 of the SSAG lists the required conditions.
 - DHS Audit Guide is an appendix to the SSAG and contains additional DHS-specific audit guidance for those entities who meet the SSAG requirements. It also provides guidance for those entities that are not required to have a Single Audit but need to comply with DHS subrecipient/contractor audit requirements. An audit report is due to DHS if a subrecipient/contractor receives more than \$100,000 in pass-through money from DHS as determined by Wis. Stat. § 46.036.
- C. *Source of Funding:* DHS shall provide funding information to all subrecipient/contractors for audit purposes, including the name of the program, the federal agency where the program originated, the Assistance Listing number and the percentages of federal, state and local funds constituting the agreement.
- D. *Reporting Package:* The subrecipient/contractor that is required to have a Single Audit based on 2 C.F.R. Part 200 Subpart F and the State Single Audit Guide is required to submit to DHS a reporting package which includes all of the following:
 1. General-purpose financial statements of the overall agency and a schedule of expenditures of federal and state awards, including the independent auditor's opinion on the statements and schedule.
 2. Schedule of findings and questioned costs, schedule of prior audit findings, corrective action plan and the management letter (if issued).
 3. Report on compliance and on internal control over financial reporting based on an audit performed in accordance with government auditing standards.
 4. Report on compliance for each major program and a report on internal control over compliance.
 5. Report on compliance with requirements applicable to the federal and state program and on internal control over compliance in accordance with the program-specific audit option.
 6. * DHS Cost Reimbursement Award Schedule. This schedule is required by DHS if the subrecipient/contractor is a non-profit, for-profit, a governmental unit other than a tribe, county, Chapter 51 board or school district;

if the subrecipient/contractor receives funding directly from DHS; if payment is based on or limited to an actual allowable cost basis; and if the auditee reported expenses or other activity resulting in payments totaling \$100,000 or more for all of its grant(s) or contract(s) with DHS.

7. *Reserve Schedule is only required if the subrecipient/contractor is a non-profit and paid on a prospectively set rate.
8. *Allowable Profit Schedule is only required if the subrecipient/contractor is a for-profit entity.
9. *Additional Supplemental Schedule(s) required by funding agency may be required. Check with the funding agency.

*NOTE: These schedules are only required for certain types of entities or specific financial conditions.

For subrecipient/contractors that do not meet the federal audit requirements of 2 C.F.R. Part 200 and SSAG, the audit reporting package to DHS shall include all of the above items except items 4 and 5.

- E. *Audit Due Date*: Audits that must comply with 2 C.F.R. Part 200 and the State Single Audit Guidelines are due to the granting agencies nine months from the end of the fiscal period or thirty (30) days from completion of the audit, whichever is sooner. For all other audits, the due date is six months from the end of the fiscal period unless a different date is specified within the contract or grant agreement.
- F. *Sending the Reporting Package*: Audit reports shall be sent by the auditor via email to DHSAuditors@Wisconsin.gov with "cc" to the subrecipient/auditee. The audit reports shall be electronically created pdf files that are text searchable, unlocked, and unencrypted. (Note: To ensure that pdf files are unlocked and text-searchable, do not scan a physical copy of the audit report and do not change the default security settings in your pdf creator.)
- G. *Access to Subrecipient Records*: The auditee must provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the required audit. The auditee shall permit appropriate representatives of DHS to have access to the auditee's records and financial statements as necessary to review the auditee's compliance with federal and state requirements for the use of the funding. Having an independent audit does not limit the authority of DHS to conduct or arrange for other audits or review of federal or state programs. DHS shall use information from the audit to conduct their own reviews without duplication of the independent auditor's work.
- H. *Access to Auditor's Work Papers*: The auditor shall make audit work papers available upon request to the auditee, DHS or their designee as part of performing a quality review, resolving audit findings, or carrying out oversight responsibilities. Access to working papers includes the right to obtain copies of working papers.
- I. *Failure to Comply with the Audit Requirements*: DHS may impose sanctions when needed to ensure that auditees have complied with the requirements to provide DHS with an audit that meets the applicable standards and to administer state and federal programs in accordance with the applicable requirements. Examples of situations when sanctions may be warranted include:
 1. The auditee did not have an audit.
 2. The auditee did not send the audit to DHS or another granting agency within the original or extended audit deadline.
 3. The auditor did not perform the audit in accordance with applicable standards, including the standards described in the SSAG.
 4. The audit reporting package is not complete; for example, the reporting package is missing the corrective action plan or other required elements.
 5. The auditee does not cooperate with DHS or another granting agency's audit resolution efforts; for example, the auditee does not take corrective action or does not repay disallowed costs to the granting agency.
- J. *Sanctions*: DHS will choose sanctions that suit the particular circumstances and also promote compliance and/or corrective action. Possible sanctions may include:
 1. Requiring modified monitoring and/or reporting provisions;
 2. Delaying payments, withholding a percentage of payments, withholding or disallowing overhead costs, or suspending the award until the auditee is in compliance;
 3. Disallowing the cost of audits that do not meet these standards;
 4. Conducting an audit or arranging for an independent audit of the auditee and charging the cost of completing the audit to the auditee;
 5. Charging the auditee for all loss of federal or state aid or for penalties assessed to DHS because the auditee did not comply with audit requirements;
 6. Assessing financial sanctions or penalties;
 7. Discontinuing contracting with the auditee; and/or
 8. Taking other action that DHS determines is necessary to protect federal or state pass-through funding.

- K. *Closeout Audits:* An agreement specific audit of an accounting period of less than 12 months is required when an agreement is terminated for cause, when the auditee ceases operations or changes its accounting period (fiscal year). The purpose of the audit is to close-out the short accounting period. The required close-out agreement specific audit may be waived by DHS upon written request from the subrecipient/contractor, except when the agreement is terminated for cause. The required close-out audit may not be waived when an agreement is terminated for cause.

The auditee shall ensure that its auditor contacts DHS prior to beginning the audit. DHS, or its representative, shall have the opportunity to review the planned audit program, request additional compliance or internal control testing and attend any conference between the auditee and the auditor. Payment of increased audit costs, as a result of the additional testing requested by DHS, is the responsibility of the auditee.

DHS may require a close-out audit that meets the audit requirements specified in 2 C.F.R. Part 200 Subpart F. In addition, DHS may require that the auditor annualize revenues and expenditures for the purposes of applying 2 C.F.R. Part 200 Subpart F and determining major federal financial assistance programs. This information shall be disclosed in a note within the schedule of federal awards. All other provisions in 2 C.F.R. Part 200 Subpart F-Audit Requirements apply to close-out audits unless in conflict with the specific close-out audit requirements.

19. OTHER ASSURANCES

- A. The Grantee shall notify DHS in writing, within thirty (30) days of the date payment was due, of any past due liabilities to the federal government, state government, or their agents for income tax withholding, Federal Insurance Contributions Act (FICA) tax, worker's compensation, unemployment compensation, garnishments or other employee related liabilities, sales tax, income tax of the Grantee, or other monies owed. The written notice shall include the amount owed, the reason the monies are owed, the due date, the amount of any penalties or interest (known or estimated), the unit of government to which the monies are owed, the expected payment date, and other related information.
- B. The Grantee shall notify DHS in writing, within thirty (30) days of the date payment was due, of any past due payment in excess of \$500 or when total past due liabilities to any one or more vendors exceed \$1,000 related to the operation of this Agreement for which DHS has reimbursed or will reimburse the Grantee. The written notice shall include the amount owed, the reason the monies are owed, the due date, the amount of any penalties or interest (known or estimated), the vendor to which the monies are owed, the expected payment date, and other related information. If the liability is in dispute, the written notice shall contain a discussion of facts related to the dispute and the information on steps being taken by the Grantee to resolve the dispute.
- C. DHS may require written assurance at the time of entering into this Agreement that the Grantee has in force, and will maintain for the course of this Agreement, employee dishonesty bonding in a reasonable amount to be determined by DHS up to \$500,000.

20. RECORDS

- A. The Grantee shall maintain written and electronic records as required by state and federal law and required by program policies.
- B. The Grantee and its Subgrantee(s) or Subcontractor(s) shall comply with all state and federal confidentiality laws concerning the information in both the records it maintains and in any of DHS' records that the Grantee accesses to provide services under this Agreement.
- C. The Grantee and its Subgrantee(s) or Subcontractor(s) will allow inspection of records and programs, insofar as is permitted by state and federal law, by representatives of DHS, its authorized agents, and federal agencies, in order to confirm the Grantee's compliance with the specifications of this Agreement.
- D. The Grantee agrees to retain and make available to DHS all program and fiscal records for six (6) years after the end of the Agreement period.
- E. The use or disclosure by any party of any information concerning eligible individuals who receive services from the Grantee for any purpose not connected with the administration of the Grantee's or DHS' responsibilities under this Agreement is prohibited except with the informed, written consent of the eligible individual or the individual's legal guardian.

21. CONTRACT REVISIONS AND/OR TERMINATION

- A. The Grantee agrees to renegotiate with DHS the terms and conditions of this Agreement or any part thereof in such circumstances as:

1. Increased or decreased volume of services.
 2. Changes required by state and federal law or regulations or court action.
 3. Increase or reduction in the monies available affecting the substance of this Agreement.
- B. Failure to agree to a renegotiated Agreement under these circumstances is cause for DHS to terminate this Agreement.
- C. *Non-Appropriation*: DHS reserves the right to cancel this Agreement in whole or in part without penalty if the Wisconsin Legislature, United States Congress, or any other direct funding entity contributing to the financial support of this contract fails to appropriate funds necessary to complete the contract.
- D. *Termination for Cause*: DHS may terminate this Agreement after providing the Grantee with thirty (30) calendar days written notice of the Grantee's right to cure a failure of the Grantee to perform under the terms of this Agreement, if the Grantee fails to so cure or commence to cure.
 The Grantee may terminate the Agreement after providing DHS a written notice, within one hundred and twenty (120) calendar days, of DHS' right to cure a failure to perform under the terms of this Agreement.
 Upon the termination of this Agreement for any reason, or upon Agreement expiration, each party shall be released from all obligations to the other party arising after the date of termination or expiration, except for those that by their terms survive such termination or expiration.
 Upon termination for cause, the Grantee shall be entitled to receive compensation for any deliverables' payments owed under the Agreement only for deliverables that have been approved and accepted by DHS.
- E. *Termination for Convenience*: Either party may terminate this Agreement at any time, without cause, by providing a written notice. DHS must notify the Grantee at least forty-five (45) calendar days prior to the desired date of termination for convenience. The Grantee must notify DHS at least one hundred and twenty (120) calendar days prior to the desired date of termination for convenience- during this notification period, the Grantee will continue providing services in accordance with the Agreement requirements.
 In the event of termination for convenience, the Grantee shall be entitled to receive compensation for any fees owed under the Agreement and shall also be compensated for partially completed services. In this event, compensation for such partially completed services shall be no more than the percentage of completion of the services requested, at the sole discretion of DHS, multiplied by the corresponding payment for completion of such services as set forth in the Agreement. Alternatively, at the sole discretion of DHS, the Grantee may be compensated for the actual service hours provided. DHS shall be entitled to a refund for goods or services paid for but not received or implemented, such refund to be paid within thirty (30) days of written notice to the Grantee requesting the refund.
- F. *Cancellation*: DHS reserves the right to immediately cancel this Agreement, in whole or in part, without penalty and without an opportunity for Grantee to cure if the Grantee:
1. Files a petition in bankruptcy, becomes insolvent, or otherwise takes action to dissolve as a legal entity;
 2. Allows any final judgment not to be satisfied or a lien not to be disputed after a legally-imposed, thirty (30)-day notice;
 3. Makes an assignment for the benefit of creditors;
 4. Fails to follow the sales and use tax certification requirements of Wis. Stat. § 77.66;
 5. Incurs a delinquent Wisconsin tax liability;
 6. Fails to submit a non-discrimination or affirmative action plan as required herein;
 7. Fails to follow the non-discrimination or affirmative action requirements of subch. II, Chapter 111 of the Wisconsin Statutes (Wisconsin's Fair Employment Law);
 8. Becomes a federally debarred Grantee;
 9. Is excluded from federal procurement and non-procurement Agreements;
 10. Fails to maintain and keep in force all required insurance, permits and licenses as provided in this Agreement;
 11. Fails to maintain the confidentiality of DHS' information that is considered to be Confidential Information, proprietary, or containing Personally Identifiable Information; or
 12. Grantee performance threatens the health or safety of a state employee or state customer.

Attachment: Public Health (INC REV)

22. NONCOMPLIANCE AND REMEDIAL MEASURES

- A. Failure to comply with any part of this Agreement may be considered cause for revision, suspension, or termination of this Agreement. Suspension includes withholding part or all of the payments that otherwise would be paid to the Grantee under this Agreement, temporarily having others perform and receive reimbursement for the services to be provided under this Agreement, and any other measure DHS determines is necessary to protect the interests of the State.

- B. The Grantee shall provide written notice to DHS of all instances of noncompliance with the terms of this Agreement by the Grantee or any of its Subgrantees or Subcontractors, including noncompliance with allowable cost provisions. Notice shall be given as soon as practicable but in no case later than thirty (30) days after the Grantee became aware of the noncompliance. The written notice shall include information on the reason for and effect of the noncompliance. The Grantee shall provide DHS with a plan to correct the noncompliance.
- C. If DHS determines that noncompliance with this Agreement has occurred or continues to occur, it shall demand immediate correction of continuing noncompliance and seek remedial measures it deems necessary to protect the interests of the State up to and including termination of the Agreement, the imposing of additional reporting requirements and monitoring of Subgrantee or Subcontractors, and any other measures it deems appropriate and necessary.
- D. If required statistical data, reports, and other required information are not submitted when due, DHS may withhold all payments that otherwise would be paid the Grantee under this Agreement until such time as the reports and information are submitted.

23. DISPUTE RESOLUTION

If any dispute arises between DHS and Grantee under this Agreement, including DHS' finding of noncompliance and imposition of remedial measures, the following process will be the exclusive administrative review:

- A. *Informal Review:* DHS' and Grantee's Grant Administrators will attempt to resolve the dispute. If a dispute is not resolved at this step, then a written statement to this effect must be signed and dated by both Grant Administrators. The written statement must include all of the following:
 - 1. A brief statement of the issue.
 - 2. The steps that have been taken to resolve the dispute.
 - 3. Any suggested resolution by either party.
- B. *Division Administrator's Review:* If the dispute cannot be resolved by the Grant Administrators, the Grantee may request a review by the Administrator of the division in which DHS Grant Administrator is employed, or if the Grant Administrator is the Administrator of the division, by the Deputy Secretary of DHS. The Division Administrator (or Deputy Secretary) must receive a request under this step within fourteen (14) days after the date of the signed unresolved dispute letter in Step A. The Division Administrator or Deputy Secretary will review the matter and issue a written determination within thirty (30) days after receiving the review request.
- C. *Secretary's Review:* If the dispute is unresolved at Step B, the Grantee may request a final review by the Secretary of DHS. The Office of the Secretary must receive a request under this step within fourteen (14) days after the date of the written determination under Step B. The Secretary will issue a final determination on the matter within thirty (30) days after receiving the Step B review request.

24. FINAL REPORT DATE

- A. Expenses incurred during the Agreement period but reported later than **60 days** after the period ending date will not be recognized, allowed, or reimbursed under the terms of this Agreement unless determined as allowable by DHS. In the event this occurs, an alternate payment process as determined by DHS would occur.
- B. Expenses incurred outside of the Agreement period would be considered not allowable.

25. INDEMNITY

To the extent authorized under state and federal laws, DHS and the Grantee agree they shall be responsible for any losses or expenses (including costs, damages, and attorney's fees) attributable to the acts or omissions of their employees, officers, or agents.

26. CONDITIONS OF THE PARTIES' OBLIGATIONS

- A. This Agreement is contingent upon authority granted under the laws of the State of Wisconsin and the United States of America, and any material amendment or repeal of the same affecting relevant funding or authority of DHS shall serve to revise or terminate this Agreement, except as further agreed to by the parties.
- B. DHS and the Grantee understand and agree that no clause, term, or condition of this Agreement shall be construed to supersede the lawful powers or duties of either party.

- C. It is understood and agreed that the entire Agreement between the parties is contained herein, except for those matters incorporated herein by reference, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.

27. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Wisconsin. The venue for any actions brought under this Agreement shall be the Circuit Court of Dane County, Wisconsin or the U.S. District Court for the Western District of Wisconsin, as applicable.

28. SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision, which is of the essence of this Agreement, be determined void.

29. ASSIGNMENT

Neither party shall assign any rights or duties under this Agreement without the prior written consent of the other party.

30. ANTI-LOBBYING ACT

The Grantee shall certify to DHS that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. The Grantee shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award.

The Grantee shall use Standard Form LLL (SFLLL) for Disclosure of Lobbying Activities available at: <https://www.gsa.gov/reference/forms/disclosure-of-lobbying-activities>. A completed disclosure must be provided upon Department request.

31. DEBARMENT OR SUSPENSION

The Grantee certifies that neither the Grantee organization nor any of its principals are debarred, suspended, or proposed for debarment for federal financial assistance (including, but not limited to, General Services Administration's list of parties excluded from federal procurement and non-procurement programs). The Grantee further certifies that potential Subgrantees or Subcontractors and any of their principals are not debarred, suspended, or proposed for debarment.

32. DRUG FREE WORKPLACE

The Grantee, agents, employees, Subgrantees or Subcontractors under this Agreement shall follow the guidelines established by the Drug Free Workplace Act of 1988.

33. MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals, each of which together shall constitute a single Agreement.

34. CAPTIONS

The parties agree that in this Agreement, captions are used for convenience only and shall not be used in interpreting or construing this Agreement.

35. SPECIAL PROVISIONS, IF APPLICABLE

The following special provisions are required:

None

Match Requirements:

Funding percentages:

- a. Federal:
- b. State:
- c. Local/Other:

36. NULL AND VOID

This Agreement becomes null and void if the time between the earlier dated signature and the later dated signature of DHS' and Grantee's Authorized Representatives on this Agreement exceeds sixty (60) days inclusive of the two signature dates.

37. FEDERAL AWARD INFORMATION

FAIN (Federal Award Identification Number)	00E02760
Federal Award Date	12/12/2019; Amended 08/17/2020
Subaward period of Performance Start Date	04/01/2024
Subaward period of Performance End Date	09/30/2024
Amount of Federal Funds obligated (committed) by this action	\$18,000
Total Amount of Federal Funds obligated (committed)	\$18,000
Federal Award Project Description	Testing Water at Childcare Centers and Head Start Facilities
Federal Awarding Agency Name (Department)	U.S. Environmental Protection Agency
DHS Awarding Official Name	DHS Deputy Secretary, Debra K. Standridge
DHS Awarding Official Contact Information	DHSContractCentral@dhs.wisconsin.gov
Assistance Listing Number	66.444
Assistance Listing Name	Lead Testing in School and Child Care Programs Drinking Water Grant Program
Total made available under each Federal award at the time of disbursement	\$1,372,000
R&D?	No
Indirect Cost Rate	7%

Attachment: Public Health (INC REV)

Exhibit 1: Scope of Work**Wisconsin Lead-in-Water Testing and Remediation Initiative**

04/01/2024 – 09/30/2024

For Grant Agreement between

Washington Ozaukee Health Department (Grantee)

and

Wisconsin Childcare Lead-in-Water Testing and Remediation Initiative, Division of Public Health

Wisconsin Department of Health Services (DHS) (Grantor)

1 West Wilson Street, Rm. 145, Madison WI 53703

Workflow, Grantor and Grantee responsibilities:

Grantor (DHS) will reimburse the Grantee for expenses incurred related to implementing a water sampling program and coordinating remediation measures for the Wisconsin Lead-in-Water Testing and Remediation (Lead-in-WTR) Initiative. The Grantee will serve as the primary point of contact for the licensed group childcare and Head Start facilities (hereafter referred to collectively as “childcare facilities”) enrolled in the initiative, and will:

- ✓ Ensure that all water outlets at each enrolled childcare facility are tested;
- ✓ Ensure childcare facilities receive sample results and understand what those results mean;
- ✓ Work with childcare facilities on any follow-up testing or immediate actions to reduce lead-in-water hazard exposure at the childcare facility;
- ✓ Maintain timely and effective communication with the childcare facilities throughout the grant period; and
- ✓ Report to DHS on grant activity progress throughout.

Specifically, the Grantee will:

1. Work to enroll priority childcare facilities identified by DHS, as well as other previously determined licensed group childcare facilities interested in participating in the Wisconsin Lead-in-WTR Initiative. All participating childcare facilities must be from a list provided by DHS. The grantee will prioritize the enrollment and testing at priority facilities. All enrolled childcare facilities must be licensed group childcare facilities and early Head Starts within the grantee’s jurisdiction.
 - 1.1. Provide childcare facilities with DHS informational materials to inform staff and families of the facility’s participation in the program.
 - 1.2. Get all necessary information from the childcare facility prior to water testing, including:
 - 1.2.1. An approximate number of water outlets serving the location.
 - 1.2.2. A floorplan of the childcare facility, including locations of the water outlets (interior and exterior), as well as where the water line comes in from the street.
2. Contact Kathleen Dax-Klister, Data Management Supervisor, at the Wisconsin State Laboratory of Hygiene (WSLH) (608-263-6575 or kathleen.daxklister@slh.wisc.edu) and relay to her the approximate number of samples needed to complete water testing at the enrolled facilities.
 - 2.1. Place an order for the necessary supplies.
3. Complete training from DHS on water sampling protocols.
4. Work with childcare facility personnel to complete initial water sampling of childcare facilities following DHS’s guidance and water sampling checklist, making sure to keep thorough documentation of the sampling process.

- 4.1. Complete documentation of the assessment and sampling efforts using the coding and recordkeeping guidance provided by DHS.
- 4.2. Ship all water samples to the WSLH for analysis. DHS will receive and compile testing results from WSLH.
- 4.3. Receive all water sampling results from DHS, including which outlets require follow-up testing and immediate remediation actions within the childcare facilities.
5. Notify childcare facilities of all preliminary sampling results within one week of receipt, using the results documentation provided by DHS. Inform the facilities of the water outlets that require a second round of testing and/or short-term action steps.
 - 5.1. Notify childcare facility personnel of all outlets tested that produced results of ≥ 15 ppb lead-in-water as shown by the initial sampling.
6. Conduct follow-up water sampling, as needed, in accordance with DHS's guidance for this program.
 - 6.1. Request, as needed, additional sample kits from SLH.
 - 6.2. Coordinate with the facility to complete the follow-up sampling.
 - 6.3. Complete documentation on the assessment and sampling efforts using the coding and recordkeeping guidance provided by DHS.
 - 6.4. Ship all water samples to the WSLH for analysis. DHS will receive and compile testing results from WSLH.
7. Receive second round sample results from DHS and, within one week, notify childcare facilities of the results and the options of long-term remediation and/or replacement actions using the provided results documentation from DHS within a week of receiving the sample results.
8. Maintain communication with facilities and/or plumbers to ensure required remediation and/or replacement actions within childcare facilities is completed.
9. Coordinate final testing of all replaced water outlets to confirm that the replaced outlet is not elevated for lead in water, and the replacement was effective, following the 3Ts water testing protocol. Coordinate all sample bottles and shipping to lab as in previous sampling rounds. Receive final test results from DHS.
10. For each childcare facility, send out final report of all testing results, remediation, and replacements using DHS's report template within 2 weeks of receipt of final sampling results from DHS.

Budget: \$49,200

Facility Delivery Cost

41 facilities @ \$1,200 per facility. This amount includes any costs incurred for programmatic outreach and coordination with childcare facilities and plumbers, site assessment, sampling plan development and implementation, shipping costs, travel, sharing results with facilities, generation of a final facility report, and quarterly reporting to DHS.

Payment procedure:

Grantee will submit invoices to Madelyn Reinagel by email to madelyn.reinagel@dhs.wisconsin.gov. DHS will process requests for payment monthly.

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. [Disclosure of Lobbying Activities \(Standard Form-LLL\)](#)

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including Subcontracts, subgrants, and Contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Signature of Official Authorized to Sign Application)

Kim Buechler

(Print Name)

(Date)

Director/Health Officer

(Title)

(Agency / Contractor Name)

(Title of Program)

Attachment: Public Health (INC REV)

DEPARTMENT OF HEALTH SERVICES
Division of Enterprise Services
F-01788 (03/2022)

STATE OF WISCONSIN

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using Federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at www.sam.gov.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

SIGNATURE – Official Authorized to Sign Application		Date Signed
For (Name of Vendor)	Unique Entity Identifier (UEI), if applicable	

Attachment: Public Health (INC REV)

INTERNAL USE ONLY	
Contract #:	
Contract Description:	
The Office/Division of has searched the above named Vendor against the System for Award Management system (SAM) and has confirmed as of Date the Vendor is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.	
SIGNATURE – Contract Administrator	Date Signed

Certificate Of Completion

Envelope Id: D93CB91259064B0C8DFEBDD96D359BE4

Status: Sent

Subject: DHS - Washington Ozaukee Public HD - Lead-in-Water Testing & Remediation - 435100-G24-LeadTestRem-28

Source Envelope:

Document Pages: 24

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Irene Au-Young

AutoNav: Enabled

1 West Wilson St.

Enveloped Stamping: Enabled

Madison, WI 53703

Time Zone: (UTC-06:00) Central Time (US & Canada)

irene.auyoung@dhs.wisconsin.gov

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Cody Wagner

CodyW.Wagner@dhs.wisconsin.gov

Office of Legal Counsel

Wisconsin Department of Health Services

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Kim Buechler

kim.buechler@washozwi.gov

Director/Health Officer

Security Level: Email, Account Authentication
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Jonette Arms

jonette.arms@dhs.wisconsin.gov

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(None)**Electronic Record and Signature Disclosure:**

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Madelyn Reinagel
madelyn.reinagel@dhs.wisconsin.gov
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(None)

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DPH Contracts
DHSDPHContracts@dhs.wisconsin.gov
DPH Contracts Shared Account
Wisconsin Department of Health Services
Security Level: Email, Account Authentication
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From time to time, Wisconsin Department of Health Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Health Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: DHSCentral@dhs.wisconsin.gov

To advise Wisconsin Department of Health Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at DHSCentral@dhs.wisconsin.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Wisconsin Department of Health Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to DHSCentral@dhs.wisconsin.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Health Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to DHSCContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Wisconsin Department of Health Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Wisconsin Department of Health Services during the course of your relationship with Wisconsin Department of Health Services.

RESOLUTION NO. (ID # 10060)

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE
MANUAL – CREATION OF QUALITY IMPROVEMENT AND COMMUNICATIONS
MANAGER

RESOLVED, by the Ozaukee County Board of Supervisors, that Chapter 3 of the Ozaukee County Policy and Procedure Manual be amended, effective July 3, 2024, to read:

Current Job Title	Department	Division	FLSA	Grade	Head Count	FTE
Quality Improvement and Communications Manager	Public Health		Exempt	15	1	1

Dated at Port Washington, Wisconsin, this 3rd day of July 2024.

SUMMARY: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual reflecting the request for a Quality Improvement and Communications Manager position in the Department of Public Health.

VOTE REQUIRED: Majority

05/28/24
FORWARD

Health and Human Services Committee

APPROVE AND

RESULT: APPROVE AND FORWARD [UNANIMOUS]Next: 6/27/2024 8:00 AM
MOVER: C. Kincaide, Supervisor District 16
SECONDER: A. Watts, Vice-Chairperson
AYES: Foy, Watts, Paape, Khan, Kincaide

HEALTH AND HUMAN SERVICES COMMITTEE

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	June 27, 2024
DEPARTMENT:	Public Health
DIRECTOR:	Kim Buechler
PREPARER:	Tyler Quaas

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual – Creation of Quality Improvement and Communications Manager

BACKGROUND INFORMATION: The COVID-19 pandemic emphasized the critical importance of a robust public health system, accentuated long-standing weaknesses, and created new challenges to existing public health infrastructure. DHS has secured funding for local health departments through 2027 to support core infrastructure improvements that will arm public health departments with the resources needed to provide all foundational public health capabilities to our communities, in conjunction with staffing and capacity assessments to be completed by the department. This grant funding was added to the Public Health budget in October 2023, with intent to spend it on staff training and conferences, employee retention, and the addition of at least one new position. The health department participated in a statewide staffing assessment in the summer of 2023 and went through a departmental review process with DHS in October, which occurs once every five years. One opportunity for growth identified by DHS during this process was an increased focus on quality improvement across all program areas which in turn would also assist the department with accreditation-readiness.

ANALYSIS: The health department requests support from the committee to use a portion of these infrastructure funds as previously discussed, to add a new Quality Improvement & Communications Manager position to the 2024 budget which will guide our staff through efforts to strengthen our foundational capabilities and department's service delivery. This position will also oversee all departmental branding and communications.

FISCAL IMPACT: \$49,000

Balance Current Year: \$49,000

Next Year's Estimated Cost: \$85,000

FUNDING SOURCE:

County Levy: \$0

Non-County Levy: \$49,000

Indicate source: Wisconsin DHS

RECOMMENDED MOTION: Approve

ATTACHMENTS:

- Classification Review_Quality ImprovementCommunication Mgr(PDF)
- Quality Improvement Communications Manager Job Description(PDF)



April 24, 2024

MEMORANDUM

TO: Chris McDonnell, Human Resources Director, Ozaukee County

FR: Ashley McCluskey, Compensation Analyst, Carlson Dettmann Consulting

RE: Classification Request: Quality Improvement and Communications Manager

The county provided job documentation for a new position titled Quality Improvement and Communications Manager. The position was evaluated, and the recommendation follows below.

Quality Improvement and Communications Manager Classification Review: The Quality Improvement and Communications Manager provides leadership and directs implementation of quality improvement (QI) and accreditation readiness initiatives, contributes to departmental strategic planning and performance management, and oversees all public health communications and marketing efforts. This is a supervisory position that requires a bachelor's degree and at least three years of relative experience. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade 15**.

Please contact me with questions on this review.



Ozaukee County Position Description

Position Title	Quality Improvement and Communications Manager
Department	Public Health
Division	
Pay Grade	15
Classification	Full Time
FLSA Status	Exempt
Reports To	Director/Health Officer
Direct Reports	Public Health Specialist
Last Updated	4/2024

Job Summary

Under the general direction of the Director/Health Officer, the Public Health Quality Improvement and Communications Manager provides leadership and directs implementation of quality improvement (QI) and accreditation readiness initiatives, contributes to departmental strategic planning and performance management, and oversees all public health communications and marketing efforts. This position provides an opportunity to build broad awareness of the public health agency in the community and to have a voice in guiding development of health department programs and services and fostering a culture of quality improvement. The Quality Improvement and Communications Manager works with and across all health department programs, other Washington and Ozaukee County departments, external community partner organizations and regional and state public health agencies to ensure that departmental policies, procedures and communications are effective at influencing behavior change, promoting health equity and improvement of social determinants of health and to ensure accurate, transparent and timely reporting of public health information in accordance with federal, state, and local regulations.

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodations to be qualified for the position. Other duties may be required and assigned.

30% Communications Management:

Oversees the development, maintenance, and evaluation of departmental communications channels (e.g., social media platforms, websites, listservs, press releases, etc). Collaborates with local, state, and national public health agencies and fosters relationships with community partners (e.g., local government, public safety/emergency management, senior centers, public/private schools, etc.) to create and promote a healthier community through the strategic vision for public health department messaging. Serves as an advisor to all public health staff and leadership to ensure that all communication efforts meet the goals of departmental programs and initiatives, as well as the diversity, equity and inclusion principles of the agency and the communications policies of Washington and Ozaukee Counties.

25% Quality Improvement:

Develops and maintains department's quality improvement plan. Works with public health leadership team to analyze work plans and performance metrics and monitor departmental processes. Manages communication of quality improvement policies and expectations to public health staff and provides relevant training. Keeps staff abreast of accreditation, QI, public health

informatics, and performance management requirements and status. Serves as Director's point of contact for strategic planning and status reports. Coordinates steering committees and workgroups, identifies, collects, and disseminates information at meetings, conferences and training sessions to integrate quality improvement methods into public health programs and services. Works closely with Director and other public health managers to establish agency-wide accountability for the files needed to comply with Public Health Accreditation Board (PHAB) expectations. Creates sustainability of health department's strategic plan and accreditation readiness initiatives.

25% Process Improvement:

Coordinates development and implementation of public health policies, procedures, and programs through collaboration with internal public health staff and external partner agencies, ensuring that the department meets all federal, state and local regulations and industry standards. Plans and organizes program structure and policies to meet organizational and programmatic objectives. Assists public health management team with creating or identifying meaningful process/outcome measures for their program areas and evaluation of public health services.

20% Staff Leadership and Oversight:

Plans, organizes, and directs the work of Public Health Specialist and communications team. Ensures adequate staffing and appropriate workloads are maintained in consultation with staff and departmental leadership as needed.

0-100% Emergency Response:

Other duties as assigned (i.e.: pandemic response).

Supervision Exercised

Public Health Specialist

Minimum Education Qualifications

Education and/or Experience Requirements:

- Bachelor' Degree in Business Management, Public Administration, Public Health, Health Education, Communications, or other relevant field required. Master's Degree preferred.
- 3 years of relevant work experience required.

Licenses, Certifications, and Other Requirements:

- Management experience preferred.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- **Knowledge:** Comprehensive knowledge of public health accreditation and quality improvement processes. Demonstrated understanding of public health programming, inter-professional relationships and leadership roles within the agency and in the community and experience in writing and implementation of policies and procedures.
- **Skills:** Proficiency with personal computers and Microsoft Office programs. Excel skills should include design of dashboards. Excellent oral and written communication skills. Excellent

interpersonal, meeting/group facilitation, and team building skills with an eye for detail and ability to deliver high quality work.

- **Abilities:** Must be reliable, organized, and able to work independently. Ability to develop, coordinate and motivate groups across the organization. Ability to collaborate effectively with staff members, public officials, and other representatives from the community. Ability to collect and analyze data. Ability to prepare informative and accurate reports on program progress and relay relevant information effectively.

In evaluating candidates for this position, Ozaukee County may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Prolonged periods of sitting and working on a computer.
- Periodic periods of standing or walking.

Work Environment

This position may be asked to work out of both Washington and Ozaukee County offices. This is not a remote position.

EOE / ADA Statement

Ozaukee County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Ozaukee County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: _____

Date: _____

Department Head: _____

Date: _____

RESOLUTION NO. (ID # 10134)

AMENDING SECTION 4.03(28) OF THE OZAUKEE COUNTY POLICY AND
PROCEDURE MANUAL – EDUCATION AND TUITION ASSISTANCE PROGRAM

RESOLVED, by the Ozaukee County Board of Supervisors that Section 4.03(28) of the Policy and Procedure Manual be Amended to read;

(28) Education and Tuition Assistance Program:

(a) Purpose:

1. Ozaukee County encourages continuing education by offering Education and Tuition Assistance as part of the fringe benefit package.
2. Education and Tuition Assistance is intended to provide assistance to employees to voluntarily participate in on-going education for the mutual benefit of the employee and Ozaukee County.
3. It is the policy of the County to support on-going education programs which encourage employees to expand knowledge and job performance skills relevant to the employee's current or a possible future job with the County.

(b) Eligibility:

1. All Ozaukee County full-time employees are eligible (37.5 or 40 hours weekly), and part-time employees who are regularly scheduled to work 24 hours or more per week.
2. Employees must have completed their initial probationary period prior to the start of a class.

(c) Criteria for Participation:

1. An employee's participation in the program is voluntary, subject to the following provisions:
 - a. Funds must be approved and available in the annual budget for Education and Tuition Assistance before an employee's participation may be approved.
 - b. The course(s) must be one, or more, of the following:
 - (1) Directly related to the employee's current position.
 - (2) Prepare the employee for a promotion to an existing position with the County.
 - (3) Be of direct and immediate benefit to the County.
- c. Approval:
 - (1) An employee must obtain their department head's recommendation for a course.
 - (2) Each course request will be reviewed on a case-by-case basis.
 - (3) Final approval must be obtained from the Human Resources Department.

d. Participation:

- (1) Participation in the Education and Tuition Assistance Program shall be voluntary by the employee.
- (2) Time spent in attending courses or completing course requirements is not working time and may not be done on the job.
- (3) An employee may request the use of vacation, or compensatory time, or an adjusted work schedule, subject to the approval of their department head.
- (4) Adjusted work schedules may be approved only when they do not alter the employee's full-time equivalency and do not create overtime liability.

e. Application for Assistance:

- (1) Application must be made in advance of the class by completing a County Education and Tuition Assistance Application form available in the Human Resources Department.
 - (a) The application for approval must be submitted to the employee's direct supervisor for review and approval.
 - (b) If the direct supervisor is not the department head, the form must then be forwarded to the department head for review and signature.
 - (c) The department head must then forward the application to the Human Resources Department for review and consideration of approval.
- (2) A copy of the application for approval will be returned to the employee with indication that the course was either approved or disapproved.
 - (a) In the case of course approval, an Ozaukee County Tuition Reimbursement Request Form will be attached.
 - (b) In case of non-approval, the reason will be clearly stated. Everyone in the approval signature process will be notified.
- (3) One application for approval must be completed for each class.

f. Reimbursement:

- (1) Once the approved course has been completed, the employee should submit the following documentation to the Human Resources Department:
 - (a) A signed Tuition Reimbursement Request Form.
 - (b) A copy of their grade report.
 - (c) Original paid receipts for expenses.
 1. Expenses which may be reimbursed under this program include:
 - a. Tuition
 - b. Books
 - c. Materials
 - d. Lab Fees
 - (d) These materials must be submitted no later than forty-five days after

course completion.

- ~~(2) Maximum reimbursement amounts are \$250 per semester, with a maximum reimbursement of \$500 per calendar year~~
- (2) The County will pay 75% of these educational costs for full-time employees and 50% of the costs for part-time employees. Maximum reimbursement amounts are \$2,500 per semester, with a maximum reimbursement of \$5,000 per calendar year.
- (2) Reimbursement will be made only after satisfactory completion of the course(s) defined as:
 - ~~(a) A grade of "C" or better for an undergraduate course~~
 - (a) b) A grade of "B" or better. for a graduate level course
 - (3) Employees are required to maintain employment with the County for ~~one year~~ two years after course completion.
 - (4) If an employee does not remain employed with the County for ~~one year~~ two years after, they must repay 100% of the Education Tuition Assistance provided to them during those ~~twelve~~ twenty-four months.
 - (5) Reimbursement of educational expenses will not be made to an employee who terminates employment with the County before completion of the course(s) or who withdraws from the course(s) due to personal reasons.

g. Exclusions:

- (1) The following are not covered by the Education and Tuition Assistance Program, but may be covered under departmental budgets for Registration/Seminars:
 - (a) Non-credit courses
 - (b) Training for continuing education units (CEU's)
 - (c) Workshops
 - (d) Seminars
 - (e) Conferences
 - (f) In-service training
- (2) This program does not include training required by the County or training mandated by state or federal regulations for employees to maintain their qualifications, proper certification, or licensure.

h. Funding:

- (1) Funding for the County's Education and Tuition Assistance Program is at the discretion of the County.
- (2) The Program may be curtailed or discontinued by the County at any time.
- (3) Curtailment of the program will not affect payment for a course that has been previously approved.

FURTHER RESOLVED, that these changes shall take effect January 1, 2025;

Dated at Port Washington, Wisconsin, this 3rd day of July 2024.

SUMMARY: Amending Section 4.03(28) of the Ozaukee County Policy and Procedure Manual - Tuition Reimbursement

VOTE REQUIRED: Majority

FINANCE COMMITTEE

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	June 27, 2024
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Amending Section 4.03(28) of the Ozaukee County Policy and Procedure Manual – Education and Tuition Assistance Program

BACKGROUND INFORMATION:

Ozaukee County encourages continuing education by offering Education and Tuition Assistance as part of the fringe benefit package. It is the policy of the County to support on-going education programs which encourage employees to expand knowledge and job performance skills relevant to the employee's current or a possible future job with the County.

Our current Education and Tuition Assistance Program provides employees maximum reimbursement of \$250 per semester with a \$500 maximum reimbursement per calendar year for an employee's voluntary participation in undergraduate or graduate coursework that a) relates to an employee's current position, b) prepares the employee for a promotion to an existing position within the County, or c) is of direct and immediate benefit to the County. There is an approval process in place for individuals seeking to utilize this benefit.

The program is currently available to full-time employees who have completed their initial 6 month probationary period. Expenses which may be reimbursed under this program include: tuition, books, materials and lab fees. Reimbursement will be made only after satisfactory completion of the course defined as a grade of "C" or better for undergraduate course, or a "B" or better for a graduate level course. If an employee does not remain employed by the County for one year, they must repay 100% of the educational tuition assistance provided to them during those twelve months.

Our employees participated in the "Milwaukee Top Places to Work" employee engagement survey. The most recent survey was sent out in October 2023 to all full-time and regular part-time employees who work 20 hours or more per week.

One response area the County is hoping to improve, is the positive response to the statement, "My benefits package is good compared to others in the industry." This statement scored in the 25th percentile in 2023 compared to other local government employees who work at similar sized organizations. This was an improvement from the 4th percentile in our 2022 employee survey.

The Ozaukee County Human Resources Department conducted an analysis by gathering data from surrounding Counties in Wisconsin and found that our current program was the least generous to employees in comparison to others.

Over the past three years, the County has allocated a modest sum of under \$3,000 for tuition reimbursement across all departments combined. Each employee's department bears the expenses for their respective tuition reimbursements.

An enhanced tuition reimbursement program would have a positive impact on our organization, particularly in positions where higher accredited degrees are highly advantageous. For instance, behavioral health human services employees can bill at a higher rate with a Master's degree, and we actively encourage Lasata staff to obtain their LPN or RN licenses, which require a certain level of accredited education.

Such an enhancement would also serve as a significant incentive for Lasata employees to pursue their LPN or RN licenses. For example, to achieve an LPN practical nursing associate's degree from Milwaukee Area Technical College, 32 credits are required, with each 3 credit class costing approximately \$600 in tuition. Meanwhile, a Human Services employee aspiring to pursue a Master of Social Work (MSW) degree would expect to pay approximately \$2,500 in tuition for each 3 credit course, totaling 36 credits for the complete MSW degree.

RECOMMENDED MOTION:

Approve the resolution to amend Section 4.03(28) Education and Tuition Assistance Program of the Ozaukee County Policy and Procedure Manual.

ATTACHMENTS:

- 1 TR Attachment 1 (PDF)
- 1 TR Attachment 2 (PDF)

County	Status Requirement	Length of Service Requirement	Amount	Requirements	Tuition	Books	Fees	Pay-Back Clause
Leaders	90% (neutral or better)		44%					
Staff	84%		45%					
Ozaukee	1.0 FTE	After evaluation period	\$250/semester, \$500/year	"B" for graduate, "C" for undergraduate	x	x	x	1 year
Ozaukee (Proposed)	0.6	After evaluation period	\$2,500/semester, \$5,000/year	Pay 75% (full-time)/50%(part-time) of costs up to \$2500 per request with up to \$5000 per year. Earn a grade of "B" or better	x	x	x	2 years
Adams	.5-1.0 FTE	None Noted	\$1,500 /year for technical/undergraduate or \$2,000/year for graduate	Pay 75% costs for a grade "B" or better	x	x	x	2 years
Bayfield	.5-1.0 FTE	None Noted	\$1,000/year, \$500/semester	Pay 66% for a grade "B" or better for a graduate course, "C" or better for undergraduate	x	x	x	1 year
Jackson	1.0 FTE	Six months	\$500/year, maximum amount of \$2,000 over a four year period	Pay 100% for a grade "C" or better	Not Specified	Not Specified	Not Specified	2 years
Kenosha	.5-1.0 FTE	After evaluation period	\$3,000/year for bachelor's/masters/PhD or \$1,500/year for an associate's or individual courses	Pay 100% for a grade "C" or better	x	x	x	1 year
Walworth	.5-1.0 FTE	Six months	\$1,600/year, \$800 per academic term	Pay 80% for a grade "A", 75% for a grade "B", 50% for a grade "C". Classes with tuition costs under the maximum will be paid at 100% for a grade "A".	x	x		
Washburn		None Noted	\$3,000/year	Passing grade	x	x		2 years
Washington	.5-1.0 FTE	Six months, One year for sheriffs	\$5,000/year	Pay 100% for a grade "B" or better	x		x	1 year
Waukesha	.5-1.0 FTE	Six months	\$800/year	Pay 75% of costs up to \$400 per request with up to \$800 per year. Earn a grade of "C" or better for undergraduate, "B" or better for graduate.	x	x	x	1 year
Wood	1.0 FTE	Thirty-six consecutive months	\$3,000/year (\$1,500 per semester)	Pay 50% of tuition costs, up to \$1,500 per semester, for a grade "C" or better	x			3 years

Annual Reimbursement Limit	Adams	Bayfield	Jackson	Kenosha	Ozaukee	Walworth	Washburn	Washington	Waukesha	Wood
\$250										
\$500										
\$750										
\$1,000										
\$1,250										
\$1,500										
\$1,750										
\$2,000										
\$2,250										
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\$3,500										
\$3,750										
\$4,000										
\$4,250										
\$4,500										
\$4,750										
\$5,000										
\$5,250										
\$5,500										

Undergraduate

Graduate

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	June 27, 2024
DEPARTMENT:	Finance
DIRECTOR:	Jay McMahon
PREPARER:	Jay McMahon

Agenda Summary Wire Transfers #4049 - #4071 and May Schedule of Vouchers

ATTACHMENTS:

- WT4049_WT4071 and Vouchers (PDF)

FINANCE COMMITTEE



**WE HEREBY CERTIFY THAT WE HAVE
REVIEWED AND APPROVED THE FOLLOWING:**

SCHEDULE OF VOUCHERS

For Checks Paid 5/1/2024 To 5/31/2024 Total Amount: \$4,589,915.62

WIRE TRANSFERS

NUMBER RANGE WT #4049 To WT #4071 Total Amount: \$1,795,816.43

Total Claims and/or Wire Transfers: \$6,385,732.05

Approved this 27th day of June 2024

Eric Stelter
Finance Committee - Chairperson

Attachment: WT4049_WT4071 and Vouchers (Wire Transfers #4049 - #4071 and May Schedule of Vouchers)



**Finance Committee
June 27, 2024**

Wire Transfers

WT #	Date	Amount	Paid To	Purpose
WT #4049	5/20/2024	9,272.69	WI DOR	Sales Tax April 2024/kpm
WT #4050	5/21/2024	25,880.55	Aegis Corporation	Worker's Comp April 2024/kpm
WT #4051	5/22/2024	578,851.86	US BANK	CREDIT CARD PAYMENT/KPM
WT #4052	5/22/2024	13,048.76	Elan Financial Services	Credit Card Payment/kpm
WT #4053	5/21/2024	28,515.26	Great West Trust Co	Deferred Compensation/kpm
WT #4054	5/21/2024	5,509.50	North Shore Bank	Deferred Compensation/kpm
WT #4055	5/24/2024	572.07	WI DOR	WAGE ATTACHMENT/KPM
WT #4056	5/28/2024	342,620.02	IRS	Federal Payroll Taxes/kpm
WT #4057	6/14/2024	57,792.98	WRS	March WRS Contributions
WT #4058	5/31/2024	0.00	WRS	April WRS Contributions
WT #4059	5/29/2024	6,715.48	Metlife	Voluntary Insurances/kpm
WT #4060	5/29/2024	12,001.10	Metlife	Monthly Life<D/kpm
WT #4061	5/29/2024	24,549.40	Metlife	June 2024 Dental/kpm
WT #4062	5/29/2024	2,638.21	Metlife	June 2024 Vision/kpm
WT #4063	5/30/2024	382.50	IRS	Federal Payroll Tax/kpm
WT #4064	6/5/2024	28,313.30	Great West Trust Co.	Deferred Compensation/kpm
WT #4065	6/5/2024	5,719.50	North Shore Bank	Deferred Compensation/kpm
WT #4066	6/7/2024	16,450.50	Aegis Corporation	Worker's Comp May 2024/kpm
WT #4067	6/7/2024	474.61	WI DOR	Wage Attachment/kpm
WT #4068	6/10/2024	347,589.44	IRS	Federal Payroll Taxes/kpm
WT #4069	6/28/2024	58,967.05	WI DOR	State Payroll Taxes/kpm
WT #4070	6/7/2024	7,465.65	Elan Financial Services	Credit Card Payment/kpm
WT #4071	6/17/2024	222,486.00	WI DOR	RE Transfer Fees May 2024/kpm
		<u>\$1,795,816.43</u>		

Attachment: WT4049_WT4071 and Vouchers (Wire Transfers #4049 - #4071 and May Schedule of Vouchers)

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	June 27, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Karen Niemuth
PREPARER:	Tyler Quaas

Agenda Summary County Clerk

ATTACHMENTS:

- County Clerk Financials (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report
General Fund County Clerk
 For the Five Months Ending Friday, May 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	-	-	\$45	\$45	0.00%
Intergovernmental Charges	-	\$31,642	\$51,600	\$19,958	61.32%
Interdepartmental Charges	\$5,400	\$32,104	\$86,000	\$53,896	37.33%
Licenses & Permits	\$2,605	\$6,725	\$20,000	\$13,275	33.63%
Other Revenue	\$1,529	\$12,084	\$18,000	\$5,916	67.13%
Total Revenues	\$9,534	\$82,555	\$175,645	\$93,090	47.00%
Expenditures					
Salaries	\$33,050	\$167,559	\$420,900	\$253,341	39.81%
Fringe Benefits	\$12,014	\$63,442	\$141,884	\$78,442	44.71%
Travel/Training	-	\$7,153	\$27,750	\$20,597	25.78%
Supplies	\$6,384	\$95,412	\$270,700	\$175,288	35.25%
Purchased Services	\$9,736	\$18,438	\$67,225	\$48,787	27.43%
Interdepartment Charges	\$2,684	\$14,033	\$35,614	\$21,581	39.40%
Other Expenses	-	\$870	\$5,339	\$4,469	16.30%
Total Operating Expenditures	\$63,868	\$366,907	\$969,412	\$602,505	37.85%
Capital Outlay					
Total Expenditures	\$63,868	\$366,907	\$969,412	\$602,505	37.85%
Net Increase (Decrease)	(\$54,334)	(\$284,352)	(\$793,767)	(\$509,415)	35.82%

Equity:

Attachment: County Clerk Financials (County Clerk)

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	June 27, 2024
DEPARTMENT:	Finance
DIRECTOR:	Jay McMahon
PREPARER:	Jay McMahon

Agenda Summary Finance

ATTACHMENTS:

- June Directors Report (PDF)

FINANCE COMMITTEE

DIRECTOR'S REPORT TO THE FINANCE COMMITTEE

JUNE 2024

TO: THE HONORABLE MEMBERS OF THE OZAUKEE COUNTY FINANCE COMMITTEE

The mission of the Ozaukee County Finance Department is to facilitate effective and efficient fiscal management while maintaining accountability for the financial resources in accordance with generally accepted accounting principles (GAAP).

County Finances:

2023 is tracking as expected through May. Revenues are below budget due to a two-month lag in sales tax, grant claims are filed close to the end of the year. Interest income is over budget due to higher interest rates than budgeted from PWSB and the State Pool.

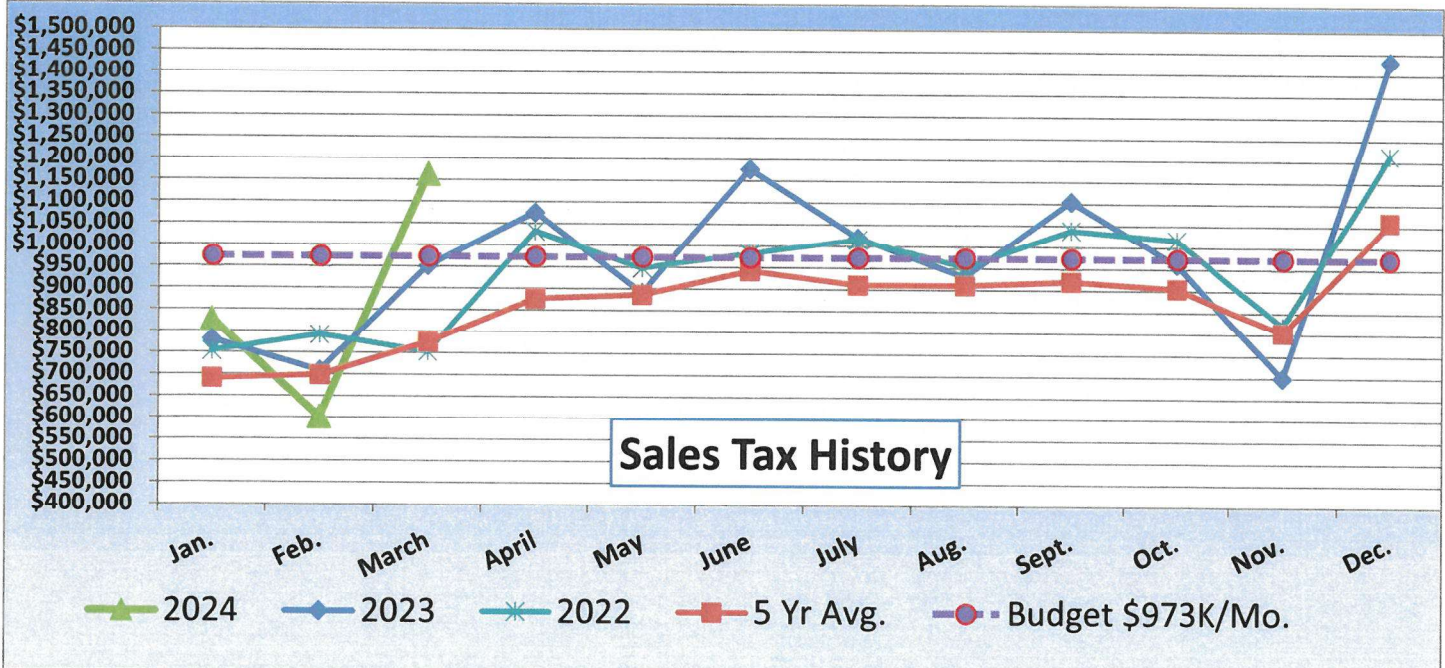
Expenditures are slightly over budget in total and this is due to prepaying health insurance one month in advance and Grants are typically paid in full at the beginning of the year. Insurance costs are also in Other Expenses which will be allocated to other funds based on the budget.

2023 Audit:

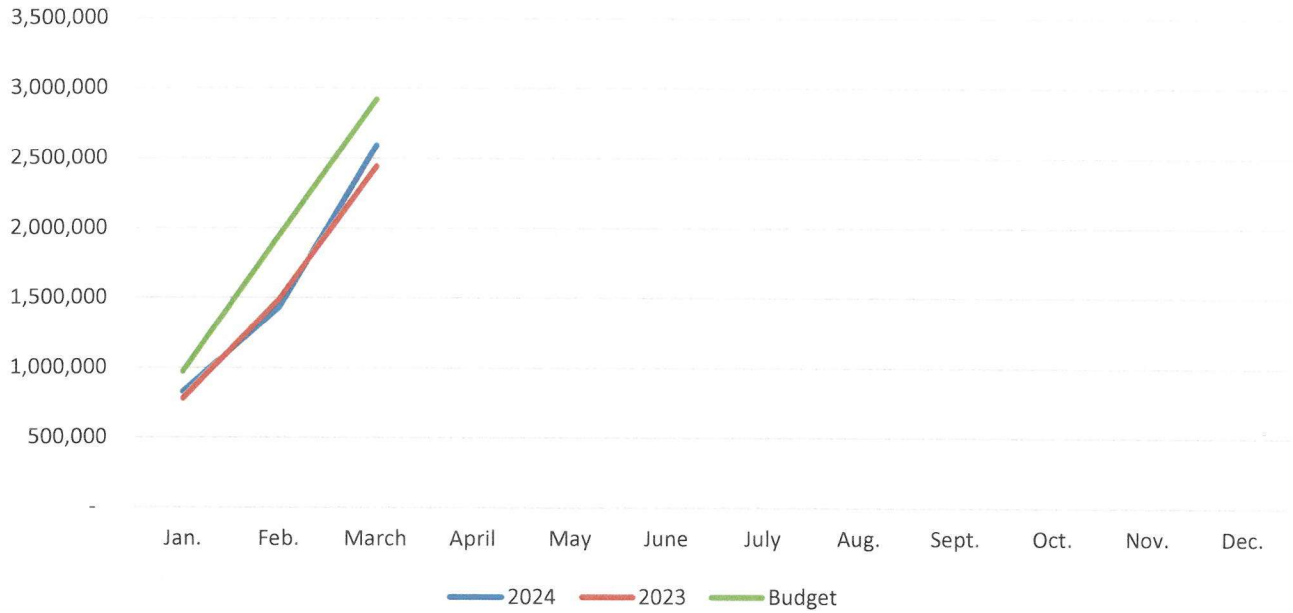
The final draft of the 2023 Financial Statements are in the process of being reviewed by the auditors. The auditors plan to present to the Finance Committee at the July 25th Finance Committee and August 7th County Board.

Sales Tax Collections:

Sales tax collections for March were \$1,163,948 compared to \$951,640 for March of 2023. An increase of \$212,308 from 2023 which puts collections \$151,255 ahead 2023. Through March collections are under budget by \$327,165 which is normal at this time of year since collections are historically low in January and February and increase beginning in March. I have included a 3rd table below that shows our monthly collections for the current year and the preceding 5 years.



Cumulative Sales Tax Analysis



Month	2024	2023	2022	2021	2020	2019
Jan.	\$ 827,000	\$ 780,367	\$ 753,101	\$ 709,655	\$ 640,248	\$ 566,612
Feb.	601,202	708,888	791,175	794,643	676,988	519,868
March	1,163,948	951,640	752,730	749,818	624,557	796,918
April		1,075,074	1,032,797	942,045	646,382	685,858
May		890,736	948,041	988,440	836,826	767,577
June		1,176,749	982,372	807,042	816,972	927,214
July		1,020,036	1,015,951	1,074,803	817,956	623,068
Aug.		929,919	953,798	852,524	912,479	902,946
Sept.		1,104,714	1,038,162	909,058	730,504	815,601
Oct.		960,699	1,016,809	1,000,698	936,555	606,837
Nov.		699,925	819,961	819,968	835,958	840,209
Dec.		1,431,574	1,213,586	1,004,389	837,361	811,096
Totals	\$ 2,592,150	\$ 11,730,321	\$ 11,318,483	\$ 10,653,083	\$ 9,312,786	\$ 8,863,804

Ozaukee County Committee Report
1-GENERAL FUND
 For the Five Months Ending Friday, May 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$2,179,275	\$7,670,481	\$23,869,690	\$16,199,209	32.13%
Intergovernmental Revenues	\$172,140	\$88,739	\$4,415,773	\$4,327,034	2.01%
Public Charges for Services	\$175,263	\$909,487	\$2,516,660	\$1,607,173	36.14%
Intergovernmental Charges	\$93,791	\$329,329	\$236,600	(\$92,729)	139.19%
Interdepartmental Charges	\$22,108	\$130,291	\$528,136	\$397,845	24.67%
Fines/Forfeitures/Penalties	\$21,048	\$89,204	\$200,000	\$110,796	44.60%
Licenses & Permits	\$3,525	\$58,743	\$140,000	\$81,257	41.96%
Interest Revenue	\$131,080	\$551,122	\$370,050	(\$181,072)	148.93%
Other Revenue	\$141,727	\$277,753	\$788,031	\$510,278	35.25%
Total Revenues	\$2,939,957	\$10,105,149	\$33,064,940	\$22,959,791	30.56%
Expenditures					
Salaries	\$1,295,847	\$6,588,525	\$17,334,038	\$10,745,513	38.01%
Fringe Benefits	\$493,028	\$2,886,478	\$6,800,595	\$3,914,117	42.44%
Travel/Training	\$13,530	\$66,118	\$209,483	\$143,365	31.56%
Supplies	\$76,619	\$593,102	\$1,670,003	\$1,076,901	35.52%
Purchased Services	\$346,386	\$1,461,093	\$3,669,437	\$2,208,344	39.82%
Interdepartment Charges	\$76,162	\$466,711	\$1,165,545	\$698,834	40.04%
Grants	\$423	\$960,168	\$1,402,065	\$441,897	68.48%
Other Expenses	\$144,830	\$1,354,973	\$899,774	(\$455,199)	150.59%
Total Operating Expenditures	\$2,446,825	\$14,377,168	\$33,150,940	\$18,773,772	43.37%
Capital Outlay					
Equipment & Furniture	\$11,263	\$203,446	\$395,137	\$191,691	51.49%
Total Capital Outlay	\$11,263	\$203,446	\$395,137	\$191,691	51.49%
Total Expenditures	\$2,458,088	\$14,580,614	\$33,546,077	\$18,965,463	43.46%
Other Finance (Sources)	-	-	(\$481,137)	(\$481,137)	0.00%
Other Finance Uses	-	\$285,687	\$285,687	-	100.00%
Net Other Financing Sources/Uses	-	\$285,687	(\$195,450)	(\$481,137)	146.17%
					1666.56%
Net Increase (Decrease)	\$481,869	(\$4,761,152)	(\$285,687)	\$4,475,465	%
Equity:					
Governmental Fund Balance	-	(\$285,687)	-	\$285,687	0.00%

Attachment: June Directors Report (Finance)

Ozaukee County Committee Report
Summary of All Units
 For the Five Months Ending Friday, May 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$2,991,058	\$13,082,732	\$35,688,713	\$22,605,981	36.66%
Intergovernmental Revenues	\$886,904	\$3,375,105	\$19,145,061	\$15,769,956	17.63%
Public Charges for Services	\$2,684,091	\$10,191,958	\$26,376,588	\$16,184,630	38.64%
Intergovernmental Charges	\$289,056	\$3,072,667	\$8,109,015	\$5,036,348	37.89%
Interdepartmental Charges	\$154,359	\$1,120,970	\$4,967,061	\$3,846,091	22.57%
Fines/Forfeitures/Penalties	\$21,048	\$89,204	\$206,300	\$117,096	43.24%
Licenses & Permits	\$39,732	\$167,875	\$1,007,675	\$839,800	16.66%
Interest Revenue	\$188,123	\$832,351	\$380,050	(\$452,301)	219.01%
Other Revenue	\$357,892	\$718,245	\$3,102,788	\$2,384,543	23.15%
Total Revenues	\$7,612,263	\$32,651,107	\$98,983,251	\$66,332,144	32.99%
Expenditures					
Salaries	\$3,085,084	\$15,383,845	\$40,781,344	\$25,397,499	37.72%
Fringe Benefits	\$1,113,764	\$6,339,777	\$15,232,332	\$8,892,555	41.62%
Travel/Training	\$32,699	\$121,194	\$492,381	\$371,187	24.61%
Supplies	\$498,326	\$2,448,663	\$9,774,107	\$7,325,444	25.05%
Purchased Services	\$1,358,038	\$6,414,016	\$16,616,400	\$10,202,384	38.60%
Interdepartment Charges	\$29,446	\$1,977,601	\$5,943,445	\$3,965,844	33.27%
Depreciation	\$223,658	\$1,118,290	\$2,855,974	\$1,737,684	39.16%
Debt Service	-	\$1,375,944	\$1,577,563	\$201,619	87.22%
Grants	\$13,548	\$2,581,700	\$1,709,665	(\$872,035)	151.01%
Other Expenses	\$420,321	\$2,700,229	\$3,587,176	\$886,947	75.27%
Total Operating Expenditures	\$6,774,884	\$40,461,259	\$98,570,387	\$58,109,128	41.05%
Capital Outlay					
Project Fund	\$31,677	\$619,447	-	(\$619,447)	0.00%
Equipment & Furniture	\$232,160	\$864,095	\$1,203,287	\$339,192	71.81%
Buildings & Land	\$80,834	\$487,933	\$1,745,687	\$1,257,754	27.95%
Contra	-	-	(\$1,735,000)	(\$1,735,000)	0.00%
Total Capital Outlay	\$344,671	\$1,971,475	\$1,213,974	(\$757,501)	162.40%
Total Expenditures	\$7,119,555	\$42,432,734	\$99,784,361	\$57,351,627	42.52%
Other Finance (Sources)	-	(\$285,687)	(\$2,516,542)	(\$2,230,855)	11.35%
Other Finance Uses	-	\$285,687	\$1,063,081	\$777,394	26.87%
Net Other Financing Sources/Uses	-	-	(\$1,453,461)	(\$1,453,461)	0.00%
					-
Net Increase (Decrease)	\$492,708	(\$9,781,627)	\$652,351	\$10,433,978	1499.44%
Equity:					
Governmental Fund Balance	-	(\$285,687)	-	\$285,687	0.00%

Attachment: June Directors Report (Finance)

Ozaukee County Committee Report
General Fund Finance Department
 For the Five Months Ending Friday, May 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Other Revenue	\$29,825	\$51,683	\$140,000	\$88,317	36.92%
Total Revenues	\$29,825	\$51,683	\$140,000	\$88,317	36.92%
Expenditures					
Salaries	\$64,153	\$326,635	\$849,797	\$523,162	38.44%
Fringe Benefits	\$25,684	\$140,021	\$282,725	\$142,704	49.53%
Travel/Training	\$614	\$3,067	\$8,200	\$5,133	37.40%
Supplies	\$395	\$5,495	\$40,466	\$34,971	13.58%
Purchased Services	\$21,324	\$44,671	\$18,350	(\$26,321)	243.44%
Interdepartment Charges	\$3,105	\$15,383	\$37,245	\$21,862	41.30%
Other Expenses	\$1,542	(\$2,167)	\$600	\$2,767	361.17%
Total Operating Expenditures	\$116,817	\$533,105	\$1,237,383	\$704,278	43.08%
Capital Outlay					
Total Expenditures	\$116,817	\$533,105	\$1,237,383	\$704,278	43.08%
Net Increase (Decrease)	(\$86,992)	(\$481,422)	(\$1,097,383)	(\$615,961)	43.87%

Equity:

Attachment: June Directors Report (Finance)

Ozaukee County Committee Report
General Fund County Administrator
 For the Five Months Ending Friday, May 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	\$11,415	\$57,076	\$148,391	\$91,315	38.46%
Fringe Benefits	\$3,802	\$21,806	\$46,345	\$24,539	47.05%
Travel/Training	-	-	\$1,425	\$1,425	0.00%
Supplies	\$53	\$1,624	\$2,275	\$651	71.38%
Purchased Services	\$59	\$292	\$780	\$488	37.44%
Interdepartment Charges	\$1,280	\$6,398	\$15,545	\$9,147	41.16%
Other Expenses	\$59	\$2,977	\$500	(\$2,477)	595.40%
Total Operating Expenditures	\$16,668	\$90,173	\$215,261	\$125,088	41.89%
Capital Outlay					
Total Expenditures	\$16,668	\$90,173	\$215,261	\$125,088	41.89%
Net Increase (Decrease)	(\$16,668)	(\$90,173)	(\$215,261)	(\$125,088)	41.89%

E q u i t y:

Attachment: June Directors Report (Finance)

Ozaukee County Committee Report
General Fund Budget/Grant/Project Management
 For the Five Months Ending Friday, May 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	\$19,480	\$94,854	\$251,503	\$156,649	37.71%
Fringe Benefits	\$5,420	\$30,505	\$67,577	\$37,072	45.14%
Travel/Training	-	-	\$5,000	\$5,000	0.00%
Supplies	-	\$575	\$4,675	\$4,100	12.30%
Other Expenses	-	-	\$1,500	\$1,500	0.00%
Total Operating Expenditures	\$24,900	\$125,934	\$330,255	\$204,321	38.13%
Capital Outlay					
Total Expenditures	\$24,900	\$125,934	\$330,255	\$204,321	38.13%
Net Increase (Decrease)	(\$24,900)	(\$125,934)	(\$330,255)	(\$204,321)	38.13%

Equity:

Attachment: June Directors Report (Finance)

Ozaukee County Committee Report
General Fund Non Departmental
 For the Five Months Ending Friday, May 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Interdepartmental Charges	-	-	\$270,000	\$270,000	0.00%
Interest Revenue	\$122	\$603	-	(\$603)	0.00%
Other Revenue	\$35,038	\$41,850	\$138,886	\$97,036	30.13%
Total Revenues	\$35,160	\$42,453	\$408,886	\$366,433	10.38%
Expenditures					
Salaries	-	\$2,058	(\$15,000)	(\$17,058)	-13.72%
Fringe Benefits	-	\$159,500	\$195,000	\$35,500	81.79%
Travel/Training	-	\$2,100	\$21,000	\$18,900	10.00%
Supplies	-	-	\$17,728	\$17,728	0.00%
Purchased Services	\$4,469	\$22,344	\$53,625	\$31,281	41.67%
Grants	-	\$949,652	\$1,145,965	\$196,313	82.87%
Other Expenses	\$123,508	\$1,186,229	\$629,548	(\$556,681)	188.43%
Total Operating Expenditures	\$127,977	\$2,321,883	\$2,047,866	(\$274,017)	113.38%
Capital Outlay					
Total Expenditures	\$127,977	\$2,321,883	\$2,047,866	(\$274,017)	113.38%
Other Finance (Sources)	-	-	(\$15,000)	(\$15,000)	0.00%
Net Other Financing Sources/Uses	-	-	(\$15,000)	(\$15,000)	0.00%
Net Increase (Decrease)	(\$92,817)	(\$2,279,430)	(\$1,623,980)	\$655,450	140.36%

Equity:

Attachment: June Directors Report (Finance)

Ozaukee County Committee Report
Special Revenue County American Rescue Plan Act
 For the Five Months Ending Friday, May 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Interest Revenue	\$48,478	\$238,599	-	(\$238,599)	0.00%
Other Revenue	-	\$9,832	-	(\$9,832)	0.00%
Total Revenues	\$48,478	\$248,431	-	(\$248,431)	0.00%
Expenditures					
Grants	-	\$1,516,712	-	(\$1,516,712)	0.00%
Total Operating Expenditures	-	\$1,516,712	-	(\$1,516,712)	0.00%
Capital Outlay					
Project Fund	\$2,534	\$357,407	-	(\$357,407)	0.00%
Total Capital Outlay	\$2,534	\$357,407	-	(\$357,407)	0.00%
Total Expenditures	\$2,534	\$1,874,119	-	(\$1,874,119)	0.00%
Net Increase (Decrease)	\$45,944	(\$1,625,688)	-	\$1,625,688	0.00%

Equity:

Attachment: June Directors Report (Finance)

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	June 27, 2024
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Human Resources

Social Security Webinar Opportunity

This is a friendly reminder that the first Social Security Webinar is tomorrow, Thursday, June 20, 2024 from 10:30am-11:30am. Some of the questions that will be answered include: When are you eligible to receive retirement benefits? How does early retirement affect your benefits? Do you qualify for disability, survivors, and spouse benefits? How do you get the most from your benefit? What is the future of Social Security? When should you file for Medicare?

Ozaukee County Employees Complimentary Golf

Ozaukee County employees (includes full-time, part-time, seasonal, and full-time elected employees) are offered complimentary green fees for any tee time made after 5:00 PM every day, except Fridays at Hawthorne Hills and Mee-Kwon Park golf courses. This County benefit is designed to increase physical activity for the entire County staff; therefore, free golf is only available if you walk the course. If a cart is requested by the employee then appropriate green fees will be charged. Exception: If the employee has a medical exemption from a health care provider. Standard tee time reservation policies apply (14 days for weekday reservations, 24 hours for weekend and holiday reservations). These times are subject to change based on golf course usage.

Freedom from Smoking Program

Two county employees participated in Aurora's freedom from smoking program, which began in April 2024. The program recently completed and both participants have quit smoking.

Ozaukee County is pleased to announce that we have once again partnered with Aurora Health Care to offer the "Freedom From Smoking Program" to all employees and their spouses. This seven week virtual program is proven effective and is tailored to an individual's specific needs. Please see the testimonial below from one of previous participants.

"I am happy to report that I am still tobacco free one year after completing Freedom from Smoking. I believe that between my own will to quit and the professional guidance Aurora's program provided, I kept on track with my goals and will sustain tobacco free for the rest of my life without any relapses. Thank you, Ozaukee County, for offering this program." - Participant from the 2022 program.

The program will be offered in person, location to be determined based on those who register and there is NO cost to employees or their spouse. The class will meet on Tuesdays from 12:00pm-1:00pm starting Tuesday, April 9th and will end on Tuesday, May 21st.

ETF Learning Opportunities and Webinars - June 2024

I wanted to let you know the Wisconsin Retirement System (WRS) is offering the following webinars in June: Overview of the Wisconsin Retirement System; Variable Fund; Preparing for Your Retirement.

EDVEST - May Promotion May 20, 2024 through May 31, 2024

This is a friendly reminder that Edvest at Work is celebrating National 529 Day!! Open a new Edvest 529 account between May 20, 2024 and May 31, 2024 and receive up to a \$100.00 bonus. Please see the attached flyer for additional information. Edvest at Work continues to offer monthly webinars which will cover the different ways to save for college, state tax deductions and how to get started. If you are interested in attending an Edvest at Work webinar please click on the following link for a list of upcoming webinars: <https://www.edvest.com/events/> The next webinar is scheduled for Tuesday, June 4, 2024 at 11:00am. CST. Pre-registration is required.

Wisconsin Retirement System - On-Site Visit - August 28 2024

The Wisconsin Department of Employee Trust Funds (ETF) is hosting two Group Retirement Appointments in Port Washington, WI on Wednesday, August 28, 2024. A morning appointment is scheduled from 10:00AM - 12:30PM; an afternoon appointment is scheduled from 2:00PM - 4:30PM. The sessions will be held at the Ozaukee County Administration Center in Port Washington.

In a group retirement appointment, an ETF benefits specialist reviews the same topics covered in an individual appointment, and attendees will have the benefit of learning from other members' questions. No individual or personal information is shared with the group. These sessions can accommodate up to 12 members and their guests.

Appointment topics include:

1. The retirement benefit estimates and application
2. Health/life insurance
3. Beneficiaries and death benefits
4. Mailings you can expect to receive from ETF after retirement
5. Annual annuity adjustments
6. WRS return-to-work rules

To attend a group retirement session, members must:

1. Have already received their retirement estimates and application - this information must be in hand upon arrival to the session.
 - a. A WRS member is eligible to receive a retirement estimates and application if they are within 1 year of minimum retirement age (age 55 for most, age 50 for protective categories).

- b. To request a retirement estimates and application, contact ETF at (877) 533-5020 or visit the Applying for Your Retirement page at etf.wi.gov.
- c. Receiving an official estimate or scheduling an appointment does not require you to retire. This can be requested for informational purposes only.

ATTACHMENTS:

- HR FINANCIALS (PDF)

FINANCE COMMITTEE

Ozaukee County Committee Report
General Fund Department Human Resources
 For the Five Months Ending Friday, May 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Expenditures					
Salaries	\$22,600	\$111,776	\$317,708	\$205,932	35.18%
Fringe Benefits	\$8,114	\$45,225	\$118,444	\$73,219	38.18%
Travel/Training	\$442	\$2,430	\$2,200	(\$230)	110.45%
Supplies	\$659	\$7,407	\$22,850	\$15,443	32.42%
Purchased Services	\$3,341	\$17,738	\$38,900	\$21,162	45.60%
Interdepartment Charges	\$1,228	\$6,721	\$15,632	\$8,911	43.00%
Other Expenses	\$402	\$2,498	\$2,000	(\$498)	124.90%
Total Operating Expenditures	\$36,786	\$193,795	\$517,734	\$323,939	37.43%
Capital Outlay					
Total Expenditures	\$36,786	\$193,795	\$517,734	\$323,939	37.43%
Net Increase (Decrease)	(\$36,786)	(\$193,795)	(\$517,734)	(\$323,939)	37.43%

E q u i t y:

Attachment: HR FINANCIALS (Human Resources)

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	June 27, 2024
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Information Technology

ATTACHMENTS:

- 2024 IT Financials June (PDF)

FINANCE COMMITTEE

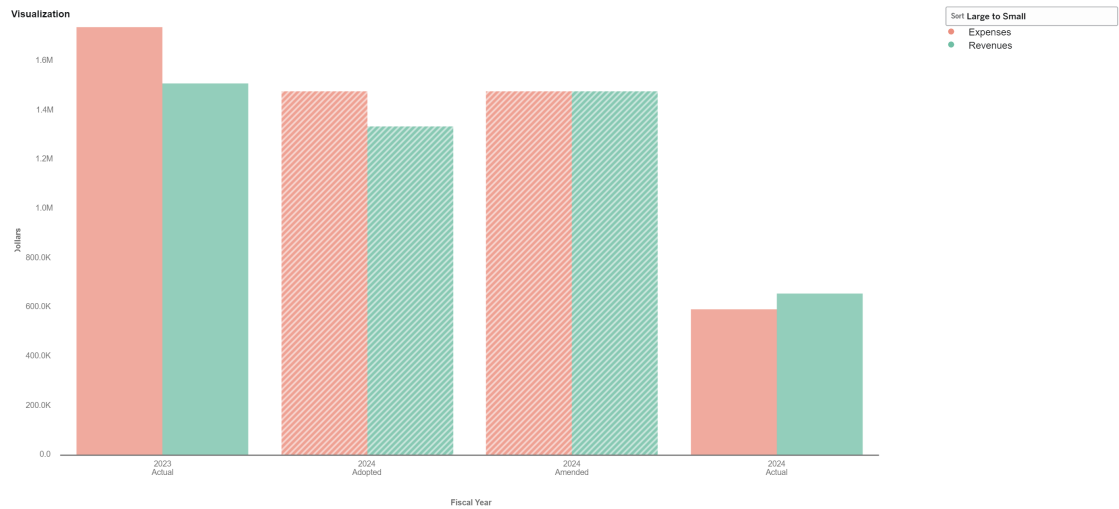


2024 IT and Radio Financials

Finance Committee

Information Technology

2024 IT Budget Report



2024 IT Budget Report

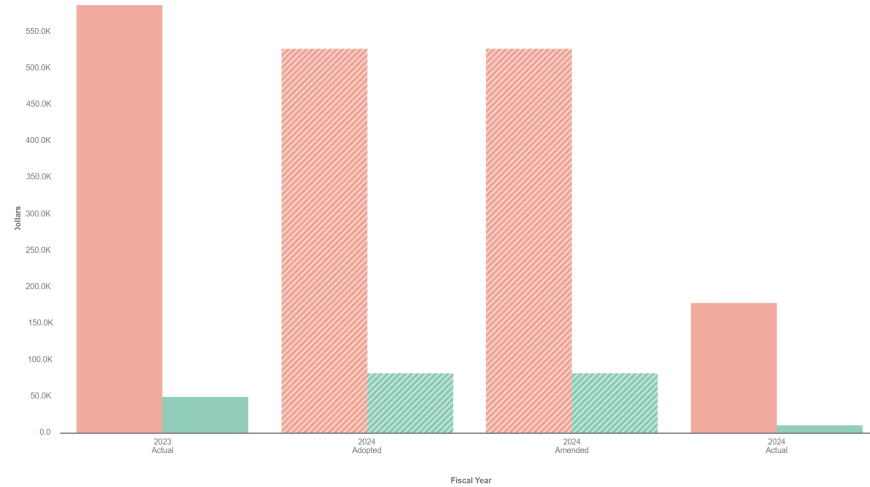
Expand All	2023 Actual	2024 Adopted	2024 Amended	2024 Actual
► Revenues	\$ 1,511,938	\$ 1,338,623	\$ 1,480,858	\$ 657,750
▼ Expenses	1,738,326	1,480,858	1,480,858	595,654
▼ Purchased Services	1,087,695	801,000	801,000	338,234
▼ Purchased Services	1,087,695	801,000	801,000	338,234
Service Contracts	646,601	475,000	475,000	89,821
Telephone	275,409	200,000	200,000	151,405
Maintenance Contracts	79,506	75,000	75,000	36,693
Consulting Services	85,862	50,000	50,000	56,893
Municipal Equipment Expenses	0	0	0	3,422
Equipment Repairs and Maintenance	0	1,000	1,000	0
Maintenance Contracts- MBM Printer Contract	316	0	0	0
▼ Salaries & Fringe Benefits	594,573	649,727	649,727	255,930
▼ Other	594,573	649,727	649,727	255,930
Regular Salaries & Wages	360,596	410,375	410,375	179,637
Health Insurance	100,778	120,616	120,616	48,651
Overtime	61,249	50,000	50,000	1,346
Retirement	28,684	31,996	31,996	12,474
Social Security Tax	25,540	28,186	28,186	10,643
Medicare Tax	5,973	6,675	6,675	2,489
Vacation Payout	14,765	0	0	0
Accrued Sick Leave Expense	12,129	0	0	0
Disability Insurance	846	1,190	1,190	441
Life Insurance	519	689	689	248
Accrued Vacation Expense	-16,506	0	0	0
► Supplies under \$5,000	9,900	24,481	24,481	1,160
► Other Expenses	44,695	200	200	0
► Travel/Mileage/Conference&Meetings	1,453	5,250	5,250	328
► Interdepartmental Charges	11	200	200	3
Revenues Less Expenses	\$ -226,388	\$ -142,235	\$ 0	\$ 62,096

Data filtered by Types, IT and exported on June 20, 2024. Created with OpenGov

Communication Services

2024 IT Budget Report

Visualization



Data filtered by Types, Radio Services and exported on June 20, 2024. Created with OpenGov

2024 IT Budget Report

Collapse All	2023 Actual	2024 Adopted	2024 Amended	2024 Actual
▼ Revenues	\$ 50,689	\$ 83,370	\$ 83,370	\$ 11,977
▶ Other (Donations/One-time/Misc)	50,689	83,370	83,370	11,977
▼ Expenses	587,013	527,838	527,838	179,105
▼ Purchased Services	433,895	321,210	321,210	104,207
▼ Purchased Services	433,895	321,210	321,210	104,207
Maintenance Contracts	325,827	200,000	200,000	60,348
Consulting Services	85,815	90,000	90,000	29,614
Electricity	9,305	9,000	9,000	5,718
Tower Site Maintenance	7,552	8,500	8,500	5,896
Equipment Repairs and Maintenance	300	7,000	7,000	835
Telephone	2,763	4,000	4,000	1,590
Vehicle Repair & Maintenance	1,853	1,500	1,500	0
Licence & Registration	0	1,000	1,000	0
Pager Rental	480	210	210	205
▼ Salaries & Fringe Benefits	129,969	145,428	145,428	67,129
▼ Other	129,969	145,428	145,428	67,129
Regular Salaries & Wages	111,245	121,757	121,757	56,152
Retirement	7,686	8,462	8,462	3,866
Social Security Tax	6,857	7,073	7,073	3,404
Health Insurance	0	5,813	5,813	2,664
Medicare Tax	1,604	1,765	1,765	796
Overtime	2,143	0	0	0
Disability Insurance	270	353	353	159
Life Insurance	165	205	205	87
▶ Supplies under \$5,000	9,240	45,100	45,100	3,188
▶ Interdepartmental Charges	13,126	12,818	12,818	4,571
▶ Travel/Mileage/Conference&Meetings	0	2,500	2,500	0
▶ Other Expenses	782	782	782	10
Revenues Less Expenses	\$ -536,324	\$ -444,468	\$ -444,468	\$ -167,128

Data filtered by Types, Radio Services and exported on June 20, 2024. Created with OpenGov

Finance Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	June 27, 2024
DEPARTMENT:	Treasurer
DIRECTOR:	Sandi Tretow
PREPARER:	Sandi Tretow

Agenda Summary County Treasurer

ATTACHMENTS:

- TREASURER JUNE REPORT (PDF)

FINANCE COMMITTEE



Sandra Tretow
County Treasurer
Email: stretow@ozaukeecounty.gov

OZAUKEE COUNTY TREASURER
ADMINISTRATION CENTER
121 WEST MAIN STREET
P.O. BOX 994
PORT WASHINGTON, WI 53074-0994
Website: www.ozaukeecounty.gov

Phone: Local (262) 284-8280
Metro (262) 238-8280
Fax: Local (262) 284-8373
Metro (262) 238-8373

FINANCE COMMITTEE
Thursday, June 27, 2024
SUMMARY OF TREASURER'S OFFICE ACTIVITIES

Tasks completed:

- Month-end activities
- Reconciled bank statements to general ledger
- Working on 2020 foreclosures
- Prepared May financial report for this committee
- June Tax Settlement with our 3-installment municipalities
- Ozaukee County is a county selected by the Department of Revenue to participate in a Lottery Credit audit. This is an ongoing process.
- Joint meeting with our Land Information staff and our counterparts in Sheboygan County regarding district boundaries for the Northern Ozaukee Farm Drainage District.
- Approve invoices in Docuware
- Daily tasks in office – verify daily monetary activities (deposits, transfers, wires, etc.)

Future goals/events:

- 2025 Budgeting
- We will be mailing reminder postcards to all residents with a tax balance at the end of June.

Please “Like” and “Follow” the Ozaukee County Treasurer’s Office Facebook Page and ask your constituents to do the same. We post a lot of helpful and interesting information. (We really do!)



**TREASURER'S REPORT
FINANCE COMMITTEE
JUNE 2024
REPORTING PERIOD: May, 2024**

CASH

Cash ending May is up \$ 5,836,108 from last May:
Cash 2024, \$ 42,426,671 2023 \$ 36,590,563 Increase of \$ 5,836,107.59 15.95%

All funds are either collateralized, or guaranteed by the State's Public Deposit (per s. 20.144(1) Wisconsin Statutes, the FDIC or the Federal government.

Variances of cash from month to month and year to year May include the following: bond reimbursements to treasurer cash, spending from fund balances, fund balance used to reduce levy, carryover of funds and timing of spending, number of payrolls within a month, delinquent tax balance, amount of current year taxes collected and timing of payments due to the county, general obligation debt refinancing, and federal and state granting.

REVENUES

Interest and penalty revenues are up from last year through May:

May 2024,	\$ 131,872	2023 \$	109,753	Increase of \$	22,119.01	20.15%
Budget 2024,	\$ 280,000	2023 \$	285,000	Budget/Actual 2024		47.10%

The interest and penalty revenues are from delinquent tax collections.

All delinquent taxes are subject to interest of 1% per month and penalty of .5% per month (fraction of a month counts as a whole month) from May 1st until paid in full.

Interest earnings are up from last year through May:

May 2024,	\$ 486,606	2023 \$	320,783	Increase of \$	165,822.94	51.69%
Budget 2024,	\$ 280,000	2023 \$	280,000	Budget/Actual 2024		173.79%

The interest earning revenues are from cash investments.

All of our bank accounts earn interest except our checking, payroll and treasurer's petty cash.

Sales tax revenue is up from last year through March, see page 6:

March 2024,	\$ 1,163,948	2023 \$	951,640	Increase of \$	212,308.00	22.31%
Budget 2024,	\$ 11,677,265	2023 \$	11,216,085	Budget/Actual 2023		9.97%

The County's sales tax rate is 5.5% which is comprised of the following: 5.0% State and 0.5% County. Of the 0.5% allocated for County sales tax, the County receives 97.75%, the State retains 1.75% and the retailers retain .5%

See pages 7 and 8

DELINQUENT TAXES

Certificate delinquent balance:

2024 \$	433,473	2023 \$	451,323	Decrease of \$	(17,850.00)	-3.96%
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Number of delinquent parcels:

2024	271	2023	314	Decrease of	-43	-13.69%
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The certificate balance is all delinquent outstanding real estate taxes.

Tax Certificate reports: see pages 5 and 6:

FORECLOSURES

Guardian ad litem has been appointed for the remaining four property owners who remain on the 2020 foreclosure list. Court date has been set for Monday, August 5th at 10:00 a.m. before the Honorable Sandy A. Williams. This is a hearing for Entry of Judgment.

REPORT OF THE OZAUKEE COUNTY TREASURER

MAIN CHECKBOOK

Balance May 1, 2024		\$	1,162.39
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Receipts:

Transfers from Money Market #2	\$	5,582,235.60
Voids and Stop Payments	\$	704.48

Total Monthly Receipts	\$	5,582,940.08
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Total Balance & Receipts	\$	<u>5,584,102.47</u>
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Disbursements:

County Orders (553173-553994)	\$	(3,841,511.32)
Wire Transfers (wt# 4038-4063)	\$	(1,714,965.82)
ACH Transfers	\$	(27,625.33)

Total Monthly Disbursements	\$	(5,584,102.47)
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MAIN CHECKBOOK Balance May 31, 2024	\$	<u>-</u>
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BANK RECONCILIATION:**PORT WASHINGTON STATE BANK MAIN CHECKBOOK:**

Balance as Per Statement	\$	673,477.81
Outstanding County Checks	\$	(673,477.81)

MAIN CHECKBOOK Balance May 31, 2024	\$	<u>-</u>
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MONEY MARKET #1 CHECKBOOK

Balance May 1, 2024	\$	25,780.23
---------------------	----	-----------

Receipts:

Department Direct Deposit Receipts	\$	1,697,496.68
Real Estate Tax Receipts, Electronic	\$	163,358.54
Transfer from LGIP Account	\$	7,500,000.00
Transfer from Summit MM	\$	684.06
Interest Earnings	\$	115.72

Total Monthly Receipts	\$	9,361,655.00
------------------------	----	--------------

Total Balance & Receipts	\$	<u>9,387,435.23</u>
--------------------------	----	---------------------

Disbursements:

Transfers to Money Market #2	\$	(9,361,196.81)
Voids and NSF payments	\$	(438.64)

Total Monthly Disbursements	\$	(9,361,635.45)
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MONEY MARKET #1 CHECKBOOK Balance May 31, 2024	\$	<u>25,799.78</u>
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BANK RECONCILIATION:**PORT WASHINGTON STATE BANK MONEY MARKET #1 CHECKBOOK:**

Balance as Per Statement	\$	25,115.72
Deposit in Transit	\$	684.06

MONEY MARKET #1 CHECKBOOK Balance May 31, 2024 (5.59%)APY	\$	<u>25,799.78</u>
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Attachment: TREASURER JUNE REPORT (Treasurer Report June 2024)

MONEY MARKET #2 CHECKBOOK

Balance May 1, 2024 \$ 15,442,536.16

Receipts:

Department Receipts	\$ 1,490,213.38
Real Estate Tax Receipts	\$ 451,986.81
RLF Payments	\$ 3,972.17
NSF Replace	\$ 1,600.00
WI Land Info Grant	\$ 10,160.00
Reimburse payroll overpayment	\$ 1,060.97
Transfer from PWSB - Parks Reservations	\$ 5,980.69
Transfers from Money Market #1	\$ 9,357,671.11
Transfer from Register of Deeds	\$ 192,531.75
Transfer from CDBG Shelter	\$ 126,812.14
Transfer from Transit Trust	\$ 35,718.00
Interest Earnings	\$ 94,373.82

Total Monthly Receipts \$ 11,772,080.84

Total Balance & Receipts \$ 27,214,617.00

Disbursements:

Transfers to Main Checkbook	\$ (5,584,371.85)
Transfers to Payroll Checkbook	\$ (2,042,429.87)
Voids and NSF payments	\$ (15,305.00)

Total Monthly Disbursements \$ (7,642,106.72)

MONEY MARKET #2 Balance May 31, 2024 \$ 19,572,510.28

BANK RECONCILIATION:**PORT WASHINGTON STATE BANK MONEY MARKET #2 CHECKBOOK:**

Balance as Per Statement	\$ 19,572,510.28
Deposit in Transit	\$ -

MONEY MARKET #2 CHECKBOOK Balance May 31, 2024 (5.69%)APY \$ 19,572,510.28

PAYROLL CHECKBOOK

Balance May 1, 2024 \$ -

Receipts:

Transfers from Money Market #2	\$ 2,044,566.12
Ach return	\$ 1,519.98

Total Monthly Receipts \$ 2,046,086.10

Total Balance & Receipts \$ 2,046,086.10

Disbursements:

Salary Orders (#441952-441992)	\$ (2,028,643.11)
Salary Direct Deposit (#365480-366882)	\$ (16,021.99)
Transfer to Petty Cash	\$ (1,519.98)
Payroll overpayment	\$ (1,060.97)

Total Monthly Disbursements \$ (2,047,246.05)

PAYROLL Balance May 31, 2024 \$ (1,159.95)

BANK RECONCILIATION:**PORT WASHINGTON STATE BANK PAYROLL CHECKBOOK:**

Balance as Per Statement	\$ 1,556.63
Outstanding Payroll Checks	\$ (1,556.63)

PAYROLL CHECKBOOK Balance May 31, 2024 \$ -

	2024		2024 ANNUAL BUDGET
REVENUE YTD			
Interest Investments	486,605.94	\$	280,000 (May)
Curlers Building Maint	4,410.14		- (May)
Interest Go Bond 2021	4,546.74		- (May)
Interest Health Care Trust	602.73		- (May)
Interest Veteran's Memorial Trust	498.85		50 (May)
Interest Transit Trust Fund	4,248.63		- (May)
Interest on Delinquent Taxes	86,638.72		185,000 (May)
Penalty on Delinquent Taxes	45,233.29		95,000 (May)
Sales Tax General Fund	2,592,149.56		11,677,265 (March)
Use Value Penalty Tax	-		50,000 (May)

	BALANCE	RATES
INVESTMENT BALANCES		
Summit Credit Union, Savings (General Fund)	149,985.00	5.37% (May) APY
Summit Credit Union, CD (General Fund)	515,378.69	5.13% (May) APY
Horicon Bank (General Fund)	417,511.56	5.27% (May) APY
Horicon Bank, CD's (General Fund)	500,000.00	4.75% (May) APY
DANA, Federal Securities (General Fund)	-	0.00% (May) APY
LGIP, Savings (General Fund)	3,868,595.56	5.38% (May) APY
WISC (General Fund)	1,547,458.50	5.13% (May) APY
WISC CD's (General Fund)	4,057,447.39	4.63% (May) APY
WISC Securities (General Fund)	791,182.52	4.90% (May) APY
PWSB, Money Market (Curlers Association Building Maint)	173,842.44	5.59% (May) APY
PWSB Money Market (General Obligation Bond 2021)	142,216.22	5.59% (May) APY
PWSB, Money Market (Health Care Trust)	26,574.73	5.59% (May) APY
PWSB, Money Market (Veteran's Memorial Trust)	21,994.94	5.59% (May) APY
PWSB, Money Market (Register of Deeds)	277,186.91	5.59% (May) APY
PWSB, Money Market (Tax Collection)	10,790.58	5.59% (May) APY
PWSB, Money Market (Transit Trust Fund)	122,385.69	5.69% (May) APY
PWSB, Treasurer (Petty Cash)	5,000.00	
PWSB, Money Market (Parks and Reservations)	6,153.74	5.59% (May) APY
PWSB, CDBG Lasata	10,286.60	
PWSB, CDBG Shelter	100.00	
PWSB, ARPA	10,333,061.48	5.69% (May) APY
PWSB, Opioids Settlement	707,552.33	5.59% (May) APY

Respectfully submitted,
Sandra Tretow
County Treasurer

2024 MONTHLY SPECIAL ASSESSMENTS COLLECTED (RED)

MONTH	CERT TOTAL	CERT RECEIPTS	MO END TOTAL
JANUARY	\$ 41,876.32	\$ 10,227.85	\$ 31,648.47
FEBRUARY	\$ 31,648.47	\$ 2,059.18	\$ 29,589.29
MARCH	\$ 29,589.29	\$ 816.08	\$ 28,773.21
APRIL	\$ 28,773.21	\$ 2,881.73	\$ 25,891.48
MAY	\$ 25,891.48	\$ 1,377.86	\$ 24,513.62
JUNE			\$ -
JULY			\$ -
AUGUST			\$ -
TAX SALE			\$ -
SEPTEMBER			\$ -
OCTOBER			\$ -
NOVEMBER			\$ -
DECEMBER			\$ -
TOTAL		\$ 17,362.70	

Attachment: TREASURER JUNE REPORT (Treasurer Report June 2024)

2024 MONTHLY REDEMPTION REPORT

TAXES

MONTH	CURR TOTAL	CURR RECEIPTS	NEW TOTAL
JANUARY	\$ 664,872.22	\$ 84,234.94	\$ 580,637.28
FEBRUARY	\$ 580,637.28	\$ 59,776.28	\$ 520,861.00
MARCH	\$ 520,861.00	\$ 32,437.23	\$ 488,423.77
APRIL	\$ 488,423.77	\$ 11,735.72	\$ 476,688.05
MAY	\$ 476,688.05	\$ 43,215.23	\$ 433,472.82
JUNE	\$ 433,472.82		\$ 433,472.82
JULY	\$ 433,472.82		\$ 433,472.82
AUGUST	\$ 433,472.82		\$ 433,472.82
TAX SALE	\$ 433,472.82		\$ 433,472.82
SEPTEMBER	\$ 433,472.82		\$ 433,472.82
OCTOBER	\$ 433,472.82		\$ 433,472.82
NOVEMBER	\$ 433,472.82		\$ 433,472.82
DECEMBER	\$ 433,472.82		\$ 433,472.82
TOTAL		\$ 231,399.40	

Attachment: TREASURER JUNE REPORT (Treasurer Report June 2024)

SALE YEAR CO LEVY	OZAUKEE COUNTY ***TAX CERTIFICATE BALANCES***														
	2020	%	#Parcels	2021	%	#Parcels	2022	%	#Parcels	2023	%	#Parcels	2024	%	#Parcels
	22,118,522			21,712,622			21,429,276			22,280,401			22,949,856		
JAN	665,015	3.01%	160	652,981	3.01%	160	564,610	2.63%	154	566,895	2.54%	146	580,637	2.53%	140
FEB	592,846	2.68%	*499	582,329	2.68%	*588	544,510	2.54%	*541	525,357	2.36%	*631	520,861	2.27%	*517
MAR	560,118	2.53%	*405	555,446	2.56%	*461	512,296	2.39%	*474	496,913	2.23%	*412	488,424	2.13%	*389
APR	542,472	2.45%	*414	504,160	2.32%	*396	445,611	2.08%	*348	467,696	2.10%	*344	476,688	2.08%	*318
MAY	492,878	2.23%	*388	493,747	2.27%	*333	423,011	1.97%	*310	451,323	2.03%	*314	433,473	1.89%	*271
JUN	450,119	2.04%	*333	437,245	2.01%	*298	410,740	1.92%	*279	433,619	1.95%	*274			
JUL	442,269	2.00%	*289	400,444	1.84%	*271	379,925	1.77%	*249	410,330	1.84%	*234			
AUG	411,445	1.86%	*356	382,486	1.76%	*307	364,487	1.70%	*301	395,693	1.78%	*291			
TAX SALE	803,850	3.63%	340	669,498	3.08%	291	621,043	2.90%	287	713,254	3.20%	273			
SEP	1,039,007	4.70%	340	854,598	3.94%	291	780,481	3.64%	287	956,327	4.29%	241			
OCT	901,856	4.08%	282	777,814	3.58%	244	685,065	3.20%	221	847,067	3.80%	210			
NOV	839,099	3.79%	232	705,494	3.25%	208	628,481	2.93%	185	779,393	3.50%	180			
DEC	768,603	3.47%	207	648,714	2.99%	188	600,870	2.80%	170	664,872	2.98%	167			

Dollars listed are from the tax certificate roll. Certificates are issued by law on September 1 for delinquent current year taxes and are added to the prior year delinquent taxes due.

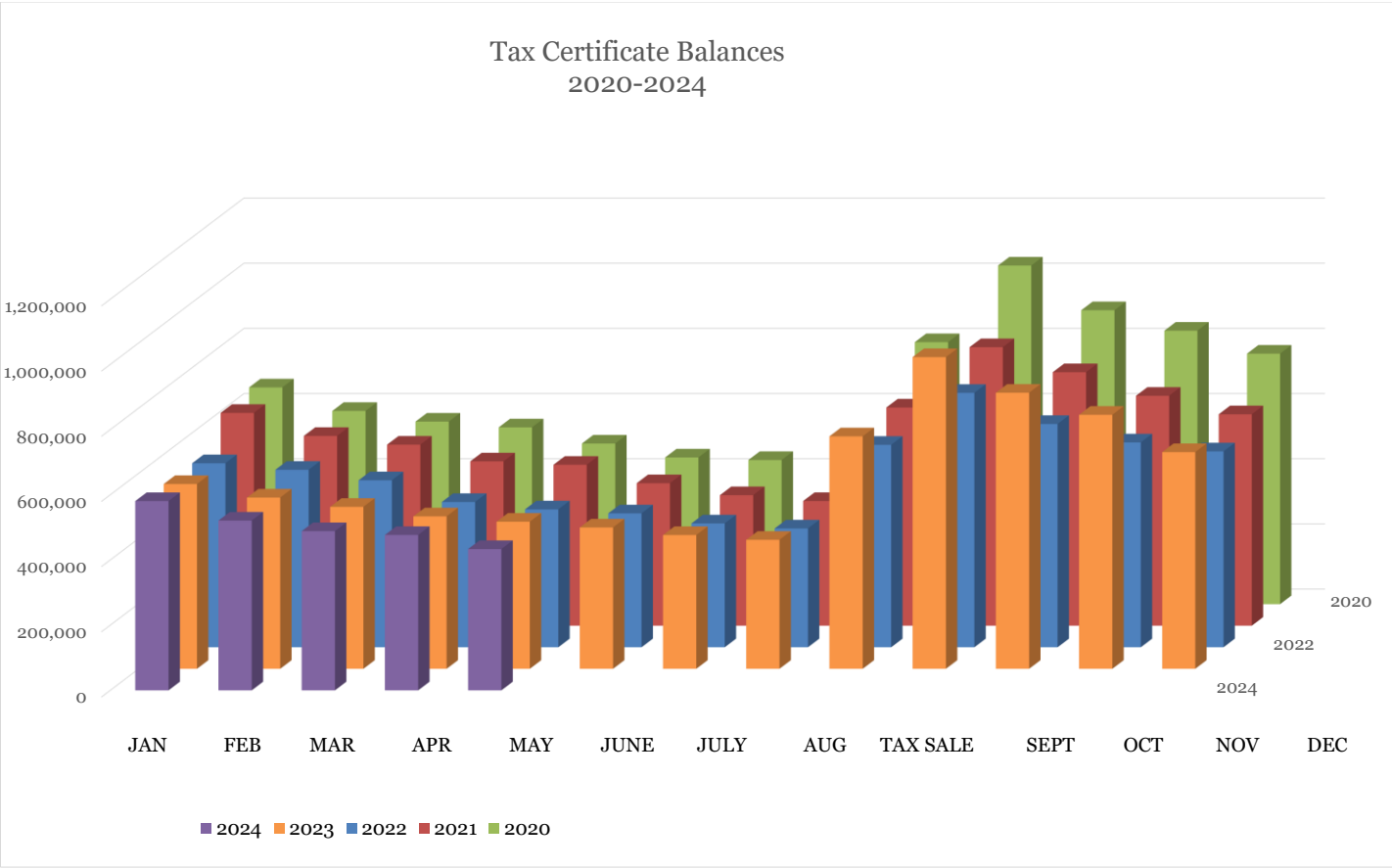
% listed is the % of levy uncollected.

The number and dollars listed for September through January are all tax certificates.

*The number of parcels listed for February through August includes both current year delinquent parcels and prior year tax certificates. The dollars do not include current year delinquent taxes.

As I type this, we have 4 parcels remaining on our 2020 tax foreclosure list with the hope that one will be paying tomorrow as owner indicated.

We have 8 property owners on a payment plan at this time.



SALES TAX INCOME

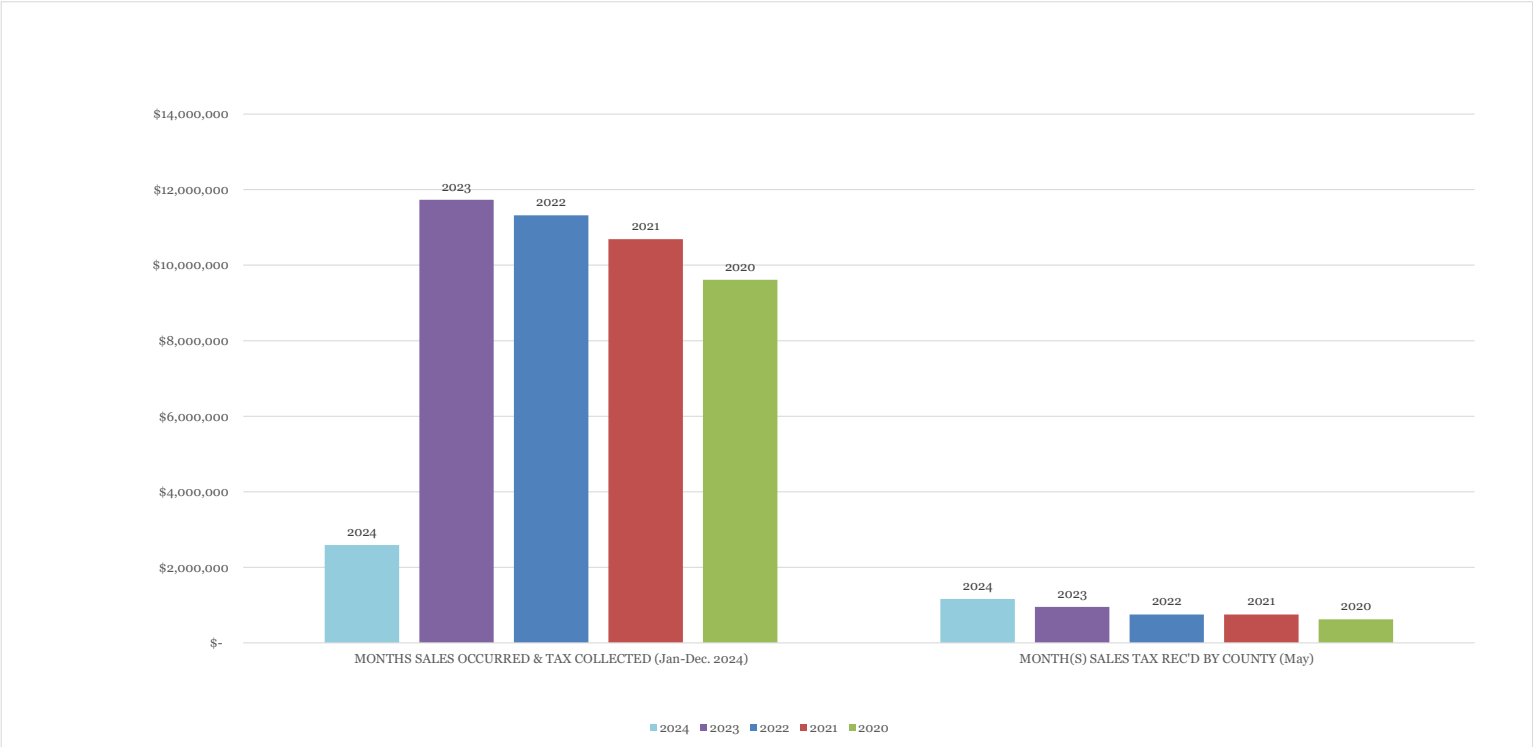
MONTH COUNTY RECEIVES SALES TAX MONEY	MONTH SALES OCCURRED AND SALES TAX COLLECTED		2024	2023	2022	2021	2020
January	November	\$	699,925	\$ 819,961	\$ 819,968	\$ 838,958	\$ 840,209
February	December	\$	1,431,574	\$ 1,213,586	\$ 1,004,389	\$ 837,361	\$ 811,096
March	January	\$	827,000	\$ 780,367	\$ 753,101	\$ 709,655	\$ 640,248
April	February	\$	601,202	\$ 708,888	\$ 791,175	\$ 794,643	\$ 676,988
May	March	\$	1,163,948	\$ 951,640	\$ 752,730	\$ 749,818	\$ 624,557
June	April			\$ 1,075,074	\$ 1,032,797	\$ 942,045	\$ 646,382
July	May			\$ 890,736	\$ 948,041	\$ 988,440	\$ 836,826
August	June			\$ 1,176,749	\$ 982,372	\$ 807,042	\$ 816,972
September	July			\$ 1,020,036	\$ 1,015,951	\$ 1,074,803	\$ 817,956
October	August			\$ 929,919	\$ 953,798	\$ 852,524	\$ 1,208,946
November	September			\$ 1,104,714	\$ 1,038,162	\$ 944,816	\$ 730,504
December	October			\$ 960,699	\$ 1,016,809	\$ 1,000,698	\$ 936,555
MONTHS SALES OCCURRED & TAX COLLECTED (Jan-Dec. 2024)		\$	2,592,150	\$ 11,730,321	\$ 11,318,483	\$ 10,688,841	\$ 9,612,253
MONTH(S) SALES TAX REC'D BY COUNTY (May)		\$	1,163,948	\$ 951,640	\$ 752,730	\$ 749,818	\$ 624,557
BUDGET		\$	11,677,265	\$ 11,216,085	\$ 10,100,721	\$ 9,106,921	\$ 9,106,921

County receives	97.75% of the .5% tax collected
State retains	1.75%
Retailers retain	0.5%
	100.00%

Attachment: TREASURER JUNE REPORT (Treasurer Report June 2024)

SALES TAX INCOME

	2024	2023	2022	2021	2020	
MONTHS SALES OCCURRED & TAX COLLECTED (Jan-Dec. 2024)	\$ 2,592,150	\$ 11,730,321	\$ 11,318,483	\$ 10,688,841	\$ 9,612,253	<-----
MONTH(S) SALES TAX REC'D BY COUNTY (May)	\$ 1,163,948	\$ 951,640	\$ 752,730	\$ 749,818	\$ 624,557	<-----



REVOLVING LOAN FUND UPDATE

<u>RLF LOANS</u>	<u>Loan Begin Date</u>	<u>Loan End Date*</u>	<u>Principal Due</u>	<u>Monthly Payment</u>	<u>Paid Through</u>	<u>Most Recent Payment Date**</u>
107 W Buntrock LLC	July 1, 2014	June 2024	\$8,085.92	\$904.54	September 2023	5/17/2024
Cheel LLC	February 1, 2018	December 2024	\$8,880.13	\$647.01	October 2023	5/17/2024
Oldenburg Metal Properties	April 1, 2014	March 2024	\$677.47	\$678.41	February 2024	5/01/2024
Oldenburg Metal Loan #3	September 1, 2023	September 2028	\$46,804.56	\$983.82	May 2024	6/3/2024
The Fermentorium	May 1, 2015	July 2025	\$15,678.95	\$757.79	September 2023	5/17/2024

**Payment dates updated to most current payment date as of 06/13/2024

Ozaukee County Committee Report
General Fund Treasurer
For the Five Months Ending Friday, May 31, 2024
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Prior YTD Actual	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues						
Taxes	\$116,887	\$27,400	\$138,696	\$337,300	\$198,604	41.12%
Public Charges for Services	\$3,288	(\$1,408)	\$2,999	\$4,000	\$1,001	74.98%
Other Revenue	-	\$280	(\$3,678)	\$25,500	\$29,178	-14.42%
Total Revenues	\$120,175	\$26,272	\$138,017	\$366,800	\$228,783	37.63%
Expenditures						
Salaries	\$88,026	\$18,890	\$99,600	\$250,169	\$150,569	39.81%
Fringe Benefits	\$39,088	\$7,352	\$42,322	\$102,534	\$60,212	41.28%
Travel/Training	\$22	\$352	\$1,616	\$4,950	\$3,334	32.65%
Supplies	\$1,508	-	\$36,844	\$41,650	\$4,806	88.46%
Purchased Services	\$3,720	\$729	\$2,480	\$13,100	\$10,620	18.93%
Interdepartment Charges	\$14,030	\$4,010	\$18,074	\$42,853	\$24,779	42.18%
Other Expenses	\$1,574	\$158	\$836	\$12,200	\$11,364	6.85%
Total Operating Expenditures	\$147,968	\$31,491	\$201,772	\$467,456	\$265,684	43.16%
Capital Outlay						
Total Expenditures	\$147,968	\$31,491	\$201,772	\$467,456	\$265,684	43.16%
Net Increase (Decrease)	(\$27,793)	(\$5,219)	(\$63,755)	(\$100,656)	(\$36,901)	63.34%
<i>Equity:</i>						
Due To / Due From	(\$15,812,643)	\$4,317,632	\$15,363,274	-	(\$15,363,274)	0.00%

Attachment: TREASURER JUNE REPORT (Treasurer Report June 2024)