



# Finance/Personnel Committee

## Regular Meeting

335 South Broadway  
De Pere, WI 54115  
<https://www.deperewi.gov/>

### Agenda

Tuesday, January 11, 2022

7:30 PM

GoToMeeting

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **January 11, 2022 at 7:30 PM.**

**This meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:**

**Please join my meeting from your computer, tablet or smartphone.**

<https://www.gotomeet.me/DePere>

**You can also dial in using your phone.**

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

**Access Code:** 154-883-285

**\*\*\*THIS MEETING WILL NOT BE HELD IN PERSON.\*\*\***

*This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperecitywi.igmp2.com/>.*

#### Call to Order

1. Roll Call
2. Approval of the Minutes of the December 14, 2021, Regular Meeting of the Finance/Personnel Committee.
3. Public comment period on items not on the agenda.
4. Fire Department Overtime and LifeQuest Services Billings Reports for December, 2021.
5. Consideration and Possible Action on the October 2021 Police Overtime Report
6. Consideration and acceptance of donation from CoVantage Credit Union to the Fire Department.\*
7. Consideration and Possible Action on Acceptance of \$5,000 donation from Budget Blinds to Police for use with the K-9 Unit. \*
8. Consideration and Possible Action on Acceptance of \$500 Donation from Kwik Trip Kares to Police for use with the Hotel Voucher Program. \*
9. Consideration and Possible Action to hire Baker Tilly, US, LLP to Conduct a Compensation Study\*
10. Consideration and possible action on Division of Public Health DPH Contract #52825\*
11. Review and possible action on City of De Pere Investments and Cash Detail report for November 2021.
12. Future agenda items.

13. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

**\*Items with an asterisk require City Council approval.**

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** January 11, 2022

**DEPARTMENT:** City Attorney

**FROM:** Angela Zills

**SUBJECT:** Approval of the Minutes of the December 14, 2021, Regular Meeting of the Finance/Personnel Committee.

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**ATTACHMENTS:**

- December 14, 2021 Minutes-DRAFT (PDF)



# Finance/Personnel Committee

## Regular Meeting

335 South Broadway  
De Pere, WI 54115  
<https://www.deperewi.gov/>

### Draft Minutes

Tuesday, December 14, 2021

7:30 PM

Council Chambers and Virtual

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor James Boyd.

| Attendee Name       | Title    | Status  | Arrived |
|---------------------|----------|---------|---------|
| James Boyd          | Mayor    | Present |         |
| Mike Eserkaln       | Alderman | Present |         |
| Amy Chandik Kunding | Alderman | Present |         |
| John Quigley        | Alderman | Present |         |
| Kelly Ruh           | Alderman | Present |         |

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt Lehman, Parks, Recreation & Forestry Director Marty Kosobucki, Human Resources Director Shannon Metzler, Human Resources Generalist Tracy Hood and Finance Director Joe Zegers.

Also Present (Remote): Fire Chief Alan Matzke, Assistant Fire Chief Rich Annen and Police Captain Jeremy Muraski.

2. Approval of the Minutes from the November 9, 2021, Regular Meeting of the Finance/Personnel Committee.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | Amy Chandik Kunding, Alderman         |
| <b>SECONDER:</b> | Kelly Ruh, Alderman                   |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

3. Public comment period upon matters not on the agenda.

None.

4. Consideration and Possible Action on the November 2021 Police Overtime Report.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | John Quigley, Alderman                |
| <b>SECONDER:</b> | Kelly Ruh, Alderman                   |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

5. Consideration and Possible Action on Fire Department Overtime and LifeQuest Billing Services Reports for November, 2021.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderman         |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

6. Recommendation from staff to Award Contract 21-23 City Security Cameras to Eland Electric Corporation in the amount of \$61,265.\*

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson      |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

7. Consideration and Recommendation to Increase Seasonal/Part-time Wage Schedule.\*

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Mike Eserkaln, Alderperson            |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

8. Consideration and possible action on the 2021 short term note.\*

Mayor Boyd confirmed that the terms of the note are the same as last year. Finance Director-Treasurer Zegers indicated that there are more items on the listing this year, for an increase of about \$100,000; however, the note will be paid off in one year and includes items that would be difficult to put into a long-term note.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | John Quigley, Alderperson             |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

9. Discuss status of Routes for Recovery Grant.

Administrator Delo advised the Committee regarding the background of the Routes to Recovery program that provided state money made available from the federal government to expend funds to mitigate COVID-19 for municipal services. The City submitted its expenditures in November of 2020 for reimbursement, but no response was made to the submission and reimbursement did not occur. Upon follow-up, it appeared that the submission was pending for additional review from the Federal Emergency Management Agency (FEMA). Throughout 2021, follow-ups were done on a monthly basis, and the status was still indicated as pending with no other information provided. Representative Gallagher's office assisted to get some additional information, and it was determined that a significant amount of the submission was going to be denied, with a decision forthcoming. In November, it was discovered that the expenditures were submitted to wrong the portal and a follow-up was done with the Wisconsin Department of Administration (WI DOA). A meeting occurred with the WI DOA, and discussions were positive. The claim was reviewed again and it was determined that funds were remaining, such that the City will be made whole for everything that FEMA disallowed. Upon completion of the review, payment should be disbursed by December 31 and FEMA's payment should come by the end of this month or the first half of January. \$90,000 should be received from FEMA, with the balance of the \$409,000 claim expected from WI DOA.

In response to Alderperson Ruh's question as to how to prevent something similar happening in the future, Administrator Delo advised that staff will be putting together a policy next month that will change processes and require additional reviews for routine

grants and establish different processes for unique grants, which will be reviewed by the Finance/Personnel Committee next month.

Discussion on the American Rescue Plan Act (ARPA) funding should be coming before this Committee in February; there is flexibility in the Act on how to spend money. Finance Director-Treasurer Zegers has reached out to the auditors for a report regarding lost revenue.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>DISCUSSED</b> |
|----------------|------------------|

10. Review and possible action on City of De Pere Investments and Cash Detail report for October 2021.\*

Finance Director-Treasurer Zegers advised the Committee that the Local Government Investment Pool (LGIP) account for October is up from September by approximately \$10,000,000, due to receipt of the note proceeds of \$10.4 million, for an \$8.9 million increase.

In November, the LGIP account will decrease by \$3.6 million due to a principal and interest debt payment of \$3.3 million and accounts payable and payroll of \$1.5 million, offset by state shared revenues.

For the month ending October 2021, cash and investments total \$28,000,000. The rate of return has been negative for 2021, with the money market at .12% for the year; however, the general fund should remain stable, as different areas are making up for the loss.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson      |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

11. Future agenda items.

None.

12. Discuss bargaining strategy for successor collective bargaining agreement with the De Pere Professional Firefighters' Association LAFF Local 141.\*

Alderperson Chandik Kunding made a motion to go into closed session at 7:49 PM; seconded by Alderperson Quigley. Upon roll call vote; motion carried unanimously.

Mayor Boyd made a motion to return to regular order at 8:16 PM; seconded by Alderperson Quigley. Motion carried unanimously.

Mayor Boyd made a Motion to name Chief Matzke, Human Resources Director Shannon Metzler, Assistant City Attorney Kristen Johnson and City Attorney Judy Schmidt-Lehman as the City Bargaining team; seconded by Alderperson Quigley.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | John Quigley, Alderperson             |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

## 13. Adjournment.

Mayor Boyd made Motion to Adjourn; seconded by Alderperson Ruh. Upon unanimous vote, the meeting adjourned at 8:18 PM.

Respectfully submitted,  
Angela Zills



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** January 11, 2022

**DEPARTMENT:** Fire Department

**FROM:** Lea Taylor

**SUBJECT:** Fire Department Overtime and LifeQuest Services Billings Reports for December, 2021.

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**ATTACHMENTS:**

- FIRE DEPT DEC 2021 OT REPORT (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

| REASON          | Jan.*  | Feb.** | Mar. *** | Apr.+  | May++ | June+++ | July^  | Aug.^  | Sept.^^ | Oct.#  | Nov.## | Dec.### | TOTAL    |
|-----------------|--------|--------|----------|--------|-------|---------|--------|--------|---------|--------|--------|---------|----------|
| DUTY CREW       | 48.00  | 41.00  | 73.75    | 21.00  | 5.50  | 18.00   | 36.00  | 51.00  | 93.00   | 51.00  | 72.00  | 30.00   | 540.25   |
| EMS TRAINING    | 97.25  | 128.50 | 146.00   | 45.00  | 0.00  | 0.00    | 0.00   | 0.00   | 99.00   | 82.75  | 85.50  | 104.00  | 788.00   |
| FIRE TRAINING   | 4.50   | 21.75  | 16.50    | 0.00   | 21.50 | 52.25   | 25.50  | 0.00   | 15.75   | 4.50   | 15.00  | 0.00    | 177.25   |
| RESCUE CALLS    | 4.25   | 6.50   | 6.25     | 10.25  | 3.00  | 11.50   | 3.75   | 4.75   | 9.25    | 10.50  | 0.50   | 14.50   | 85.00    |
| FIRE CALLS      | 0.00   | 0.00   | 0.00     | 0.00   | 0.00  | 0.00    | 0.00   | 4.25   | 0.00    | 0.00   | 0.00   | 0.25    | 4.50     |
| MEETINGS        | 4.75   | 4.50   | 7.00     | 30.00  | 24.50 | 25.50   | 0.00   | 26.00  | 28.25   | 54.75  | 0.00   | 0.00    | 205.25   |
| STAFFING REP.   | 49.50  | 4.50   | 18.00    | 0.00   | 3.75  | 198.00  | 36.00  | 216.00 | 162.00  | 152.00 | 352.50 | 264.00  | 1,456.25 |
| MAINTENANCE     | 0.00   | 0.00   | 0.00     | 0.00   | 0.00  | 0.00    | 0.00   | 0.00   | 0.00    | 0.00   | 0.00   | 0.00    | 0.00     |
| PUB. ED.        | 13.00  | 3.00   | 6.00     | 0.00   | 0.00  | 0.00    | 0.00   | 6.50   | 17.25   | 0.00   | 0.00   | 2.25    | 48.00    |
| SPECIAL EVENTS  | 0.00   | 13.75  | 0.00     | 0.00   | 0.00  | 0.00    | 2.25   | 0.00   | 7.50    | 9.00   | 3.00   | 0.00    | 35.50    |
| # FIRE RUNS     | 25     | 42     | 39       | 36     | 45    | 22      | 45     | 27     | 32      | 41     | 35     | 35      | 424      |
| # EMS RUNS      | 179    | 190    | 177      | 153    | 172   | 198     | 183    | 200    | 195     | 216    | 205    | 202     | 2,270    |
| DISPATCH ERRORS | 2      | 2      | 1        | 2      | 3     | 4       | 2      | 1      | 2       | 2      | 2      | 6       | 29       |
| TOTAL HRS.      | 221.25 | 223.50 | 273.50   | 106.25 | 58.25 | 305.25  | 103.50 | 308.50 | 432.00  | 364.50 | 528.50 | 415.00  | 3,340.00 |

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 4, 2020, \$71,709, 65%

\*Period: 12/28/19-01/24/20      +Period: 04/04/20-05/01/20      ^Period: 06/27/20-07/24/20      #Period: 10/03/20-10/30/20  
 \*\*Period: 01/25/20-02/21/20      ++Period: 05/02/20-05/29/20      ^^Period: 07/25/20-08/21/20      ##Period: 10/31/20-11/27/20  
 \*\*\*Period: 02/22/20-04/03/20      +++Period: 05/30/20-06/26/20      ^^^Period: 08/22/20-10/02/20      ###Period: 11/28/20-12/25/20

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2021

| REASON          | Jan.*  | Feb.** | Mar. *** | Apr.+  | May++  | June+++ | July^  | Aug.^  | Sept.^^ | Oct.#  | Nov.## | Dec.### | TOTAL    |
|-----------------|--------|--------|----------|--------|--------|---------|--------|--------|---------|--------|--------|---------|----------|
| DUTY CREW       | 33.00  | 33.00  | 45.00    | 48.75  | 54.00  | 22.50   | 78.00  | 75.00  | 60.25   | 33.00  | 6.00   | 54.00   | 542.50   |
| EMS TRAINING    | 81.25  | 108.50 | 123.50   | 67.00  | 8.75   | 25.50   | 0.00   | 0.00   | 94.00   | 143.25 | 104.00 | 113.25  | 869.00   |
| FIRE TRAINING   | 0.00   | 0.00   | 64.75    | 4.50   | 16.25  | 45.00   | 6.00   | 53.00  | 67.50   | 51.50  | 12.75  | 21.50   | 342.75   |
| RESCUE CALLS    | 1.25   | 17.00  | 6.00     | 1.75   | 5.50   | 7.50    | 5.25   | 4.50   | 6.00    | 6.00   | 7.00   | 3.00    | 70.75    |
| FIRE CALLS      | 0.00   | 0.00   | 0.00     | 0.00   | 0.00   | 0.00    | 0.00   | 0.00   | 5.50    | 0.00   | 4.00   | 0.00    | 9.50     |
| MEETINGS        | 4.50   | 24.00  | 58.00    | 35.50  | 24.00  | 0.00    | 0.00   | 0.75   | 108.00  | 0.00   | 1.50   | 6.75    | 263.00   |
| STAFFING REP.   | 36.00  | 62.25  | 36.00    | 36.00  | 141.75 | 0.00    | 580.25 | 500.50 | 409.50  | 213.00 | 673.75 | 315.75  | 3,004.75 |
| MAINTENANCE     | 0.00   | 0.00   | 0.00     | 0.00   | 0.00   | 0.00    | 0.00   | 0.00   | 3.50    | 0.00   | 0.00   | 0.00    | 3.50     |
| PUB. ED.        | 12.25  | 0.00   | 1.50     | 4.50   | 0.00   | 12.25   | 3.50   | 0.00   | 9.00    | 12.75  | 1.50   | 0.00    | 57.25    |
| SPECIAL EVENTS  | 5.50   | 70.50  | 146.75   | 102.25 | 68.50  | 82.25   | 15.00  | 55.25  | 31.25   | 47.75  | 53.25  | 34.50   | 712.75   |
| # FIRE RUNS     | 33     | 24     | 30       | 42     | 21     | 41      | 32     | 41     | 21      | 26     | 23     | 23      | 357.00   |
| # EMS RUNS      | 195    | 174    | 208      | 177    | 230    | 232     | 235    | 247    | 252     | 230    | 227    | 257     | 2,664.00 |
| DISPATCH ERRORS | 5      | 4      | 2        | 3      | 1      | 3       | 2      | 6      | 1       | 4      | 2      | 5       | 38.00    |
| TOTAL HRS.      | 173.75 | 315.25 | 481.50   | 300.25 | 318.75 | 195.00  | 688.00 | 689.00 | 794.50  | 507.25 | 863.75 | 548.75  | 5,875.75 |

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 4, 2022, \$114,710, 104%

\*Period: 12/26/2020-1/22/2021      +Period: 4/03/2021-4/30/2021      ^Period: 6/26/21-07/23/21      #Period: 10/2/21-10/29/21  
 \*\*Period: 1/23/2021-2/19/2021      ++Period: 5/1/2021-5/28/2021      ^^Period: 7/24/21-8/20/21      ##Period: 10/30/21-11/26/21  
 \*\*\*Period: 2/20/2021-4/02/2021      +++Period: 5/29/2021-6/25/21      ^^^Period: 8/21/21-10/1/21      ###Period: 11/27/21-12/24/21

**DE PERE FIRE RESCUE  
DECEMBER 2021  
\*OVERTIME CAUSED BY SICK LEAVE**

| DATE          | HOURS OF<br>SICK LEAVE | OVERTIME<br>PAID |
|---------------|------------------------|------------------|
| 11/27/2021    | 24                     | 36               |
| 11/28/2021    | 36                     | 54               |
| 12/4/2021     | 10.5                   | 15.75            |
| 12/6/2021     | 28                     | 42               |
| 12/9/2021     | 2                      | 3                |
| 12/21/2021    | 12                     | 18               |
| 12/24/2021    | 24                     | 36               |
|               |                        |                  |
| <b>TOTALS</b> | <b>136.5</b>           | <b>204.75</b>    |

\*Overtime generated when staffing levels fall below minimum as a result of sick leave.

\*\*11/27/21-12/24/21

# DE PERE FIRE RESCUE

## STRUCTURAL FIRE "STILL" ALARMS FOR DECEMBER, 2021



| Date       | Incident Location                                 | Reported Situation                                      | Units Dispatched              | Disposition                                                                                         | Mutual Aid Received                           |
|------------|---------------------------------------------------|---------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 12/1/2021  | 1291 Driftwood Drive                              | Smoke detector activation, due to malfunction           | E111                          | Investigate                                                                                         | N/A                                           |
| 12/2/2021  | 3101 Packerland Drive<br>(Village of Ashwaubenon) | Structure fire                                          | BC111, L111                   | Dispatched and canceled en route                                                                    | N/A                                           |
| 12/2/2021  | 807 Bomier Street                                 | Carbon monoxide detector activation, due to malfunction | E111                          | Investigate                                                                                         | N/A                                           |
| 12/2/2021  | 875 Lawrence Drive                                | Smoke or odor removal                                   | BC111, E111                   | Investigate                                                                                         | N/A                                           |
| 12/8/2021  | 762 St. Josephs Street                            | Excessive heat, scorch burns with no ignition           | C102, BC111, E111, E121, L111 | Incident command, provide manpower / apparatus and equipment                                        | Ashwaubenon, County Rescue, Hobart & Lawrence |
| 12/8/2021  | 1725 Burgoyne Court                               | Smoke detector activation, no fire, unintentional       | E121                          | Investigate                                                                                         | N/A                                           |
| 12/9/2021  | 2191 Fox Heights Lane<br>(Village of Ashwaubenon) | Oven fire                                               | BC111, L111                   | Dispatched and canceled en route                                                                    | N/A                                           |
| 12/9/2021  | 701 Bay Beach Road (City of Green Bay)            | Building fire                                           | BC111, E111                   | Extinguishment by fire service personnel                                                            | N/A                                           |
| 12/11/2021 | 1751 W. Matthew Drive                             | Alarm system sounded, due to malfunction                | BC111, E121                   | Investigate                                                                                         | N/A                                           |
| 12/16/2021 | 1212 Enterprise Drive                             | Alarm system activation, no fire, unintentional         | BC111, E111                   | Dispatched and canceled en route                                                                    | N/A                                           |
| 12/19/2021 | 112 S. Winnebago Street                           | Smoke or odor removal                                   | BC111, A111, E111             | Investigate                                                                                         | N/A                                           |
| 12/19/2021 | 1901 Ridgeway Drive                               | Carbon monoxide detector activation, due to malfunction | E111                          | Investigate                                                                                         | N/A                                           |
| 12/21/2021 | 669 Reid Street                                   | Chimney or flue fire, confined to chimney or flue       | C102, BC111, E111, E121       | Incident command, extinguishment by fire service personnel, provide apparatus, equipment & manpower | Ashwaubenon, Green Bay & Lawrence             |
| 12/26/2021 | 2111 Ryan Road                                    | Smoke detector activation, due to malfunction           | BC111, E111                   | Investigate                                                                                         | N/A                                           |
| 12/26/2021 | Holmgren/Lombardi<br>(Village of Ashwaubenon)     | Tree on fire                                            | BC111, L111                   | Dispatched and canceled en route                                                                    | N/A                                           |

| Date       | Incident Location                                | Reported Situation                          | Units Dispatched  | Disposition                                                                                      | Mutual Aid Received |
|------------|--------------------------------------------------|---------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------|---------------------|
| 12/26/2021 | 1758 Burgoyne Court                              | Hazmat release investigation with no hazmat | BC111, E121       | Investigate                                                                                      | N/A                 |
| 12/30/2021 | 225 S. Michigan Street                           | Carbon monoxide incident                    | E111              | Investigate, ventilate                                                                           | N/A                 |
| 12/31/2021 | 2182 Carstensen Lane<br>(Village of Ashwaubenon) | Building fire                               | BC111, E121, L111 | Rescue, remove from harm, extinguishment by fire service personnel, salvage/overhaul & ventilate | N/A                 |

**LIFEQUEST MEDICAL BILLING - 2021  
MONTHLY REPORT**

|                    | <b>JAN.</b> | <b>FEB.</b> | <b>MARCH</b> | <b>APRIL</b> | <b>MAY</b> | <b>JUNE</b> |
|--------------------|-------------|-------------|--------------|--------------|------------|-------------|
| CHARGES            | 107,745     | 149,229     | 145,085      | 118,183      | 148,044    | 130,954     |
| PAYMENTS           | 76,331      | 66,326      | 113,896      | 80,392       | 58,325     | 70,239      |
| CREDIT ADJUSTMENTS | 74,307      | 79,836      | 76,510       | 71,916       | 59,584     | 49,122      |

|                    | <b>JULY</b> | <b>AUG.</b> | <b>SEPT.</b> | <b>OCT.</b> | <b>NOV.</b> | <b>DEC.</b> |
|--------------------|-------------|-------------|--------------|-------------|-------------|-------------|
| CHARGES            | 159,878     | 183,445     | 157,213      | 187,948     | 174,511     | 164,442     |
| PAYMENTS           | 71,566      | 77,763      | 75,107       | 79,194      | 85,024      | 86,681      |
| CREDIT ADJUSTMENTS | 63,899      | 72,999      | 62,045       | 66,212      | 70,642      | 74,026      |

| <b>Payments to LifeQuest</b> |          |
|------------------------------|----------|
| January                      | 3,867    |
| February                     | 3,650    |
| March                        | 9,567    |
| April                        | 5,085    |
| May                          | 3,339    |
| June                         | 3,892    |
| July                         | 3,679    |
| August                       | 3,906    |
| September                    | 3,853    |
| October                      | 4,681    |
| November                     | 4,277    |
| December                     | 4,883    |
| Total Paid                   | \$54,679 |

\*\*See attached details

**City Of De Pere**  
**Income and Expenditures**  
**December 2021**  
**All Phases**

| Charges                                        |             | Billing             | Collection         | Total               |
|------------------------------------------------|-------------|---------------------|--------------------|---------------------|
| Billing Charges / Collection Placements        |             | \$138,677.16        | \$25,765.06        | \$164,442.22        |
| Other                                          | +           | \$0.00              | \$0.00             | \$0.00              |
| <b>Subtotal of Charges</b>                     |             | <b>\$138,677.16</b> | <b>\$25,765.06</b> | <b>\$164,442.22</b> |
| <b>Account Transfers</b>                       |             | <b>\$15,868.51</b>  | <b>\$9,896.55</b>  | <b>\$25,765.06</b>  |
| <b>Credit Summary</b>                          |             |                     |                    |                     |
| <b>Total Credits</b>                           |             | <b>\$155,092.86</b> | <b>\$6,731.01</b>  | <b>\$161,823.87</b> |
| Less Adjustments                               | -           | \$74,026.19         | \$0.00             | \$74,026.19         |
| Less Delinquent Closed Accounts Reconciliation | -           | \$0.00              | \$1,116.63         | \$1,116.63          |
| Less Overpayments                              | -           | \$(95.90)           | \$0.00             | \$(95.90)           |
| <b>Gross Payments Received</b>                 |             | <b>\$81,162.57</b>  | <b>\$5,614.38</b>  | <b>\$86,776.95</b>  |
| Plus Overpayment Returns                       | +           | \$(95.90)           | \$0.00             | \$(95.90)           |
| <b>Net Payments Received</b>                   |             | <b>\$81,066.67</b>  | <b>\$5,614.38</b>  | <b>\$86,681.05</b>  |
| Less Payments Kept By Service                  | -           | \$1,970.60          | \$0.00             | \$1,970.60          |
| <b>Total Deposits Reconciliation</b>           |             | <b>\$79,096.07</b>  | <b>\$5,614.38</b>  | <b>\$84,710.45</b>  |
| <b>Summary of Disbursement</b>                 |             |                     |                    |                     |
| Total Deposits & Payments Kept By              |             | \$81,066.67         | \$5,614.38         | \$86,681.05         |
| Plus Overpayment Refunds                       | +           | \$0.00              | \$0.00             | \$0.00              |
| <b>Gross Revenue</b>                           |             | <b>\$81,066.67</b>  | <b>\$5,614.38</b>  | <b>\$86,681.05</b>  |
| LifeQuest Fee                                  |             | \$3,648.00          | \$1,235.17         | \$4,883.17          |
| Plus Probate Fees                              | +           | \$0.00              | \$0.00             | \$0.00              |
| Other / Fees                                   |             | -                   | -                  | \$0.00              |
| <b>Total Due LifeQuest</b>                     | Check # EFT | <b>\$3,648.00</b>   | <b>\$1,235.17</b>  | <b>\$4,883.17</b>   |
| Service Revenue                                |             | \$77,418.67         | \$4,379.21         | \$81,797.88         |
| Less Payments Kept By Service                  | -           | \$1,970.60          | \$0.00             | \$1,970.60          |
| Less Service Payable                           | -           | \$0.00              | \$0.00             | \$0.00              |
| Less Probate Fees                              | -           | \$0.00              | \$0.00             | \$0.00              |
| Other / Fees                                   |             | \$0.00              | \$0.00             | \$0.00              |
| <b>Total Due Service</b>                       | Check # EFT | <b>\$75,448.07</b>  | <b>\$4,379.21</b>  | <b>\$79,827.28</b>  |

**Messages:**

Total Deposits EOM differ from bank statement by \$1082.78 due to \$1001.60 posting correction now fixed and 12/31 \$81.18 WPS not posted eli 1.3.21

## City Of De Pere

## Billing Summary

December 2021

## Phase 1

**Charges**

|                            |   |              |                     |
|----------------------------|---|--------------|---------------------|
| Billing Charges            |   | \$138,677.16 |                     |
| Other                      | + | \$0.00       |                     |
| <b>Subtotal of Charges</b> |   |              | <b>\$138,677.16</b> |

**Account Transfers**

|                                       |  |  |             |
|---------------------------------------|--|--|-------------|
| Billing to Collections Transfer Total |  |  | \$15,868.51 |
|---------------------------------------|--|--|-------------|

**Credit Summary**

|                                      |   |              |                    |
|--------------------------------------|---|--------------|--------------------|
| <b>Total Credits</b>                 |   | \$155,092.86 |                    |
| Less Adjustments                     | - | \$74,026.19  |                    |
| Less Overpayments                    | - | \$(95.90)    |                    |
| <b>Gross Payments Received</b>       |   |              | <b>\$81,162.57</b> |
| Plus Overpayment Returns             | - | \$(95.90)    |                    |
| <b>Net Payments Received</b>         |   |              | <b>\$81,066.67</b> |
| Less Payments Kept By Service        | - | \$1,970.60   |                    |
| <b>Total Deposits Reconciliation</b> |   |              | <b>\$79,096.07</b> |

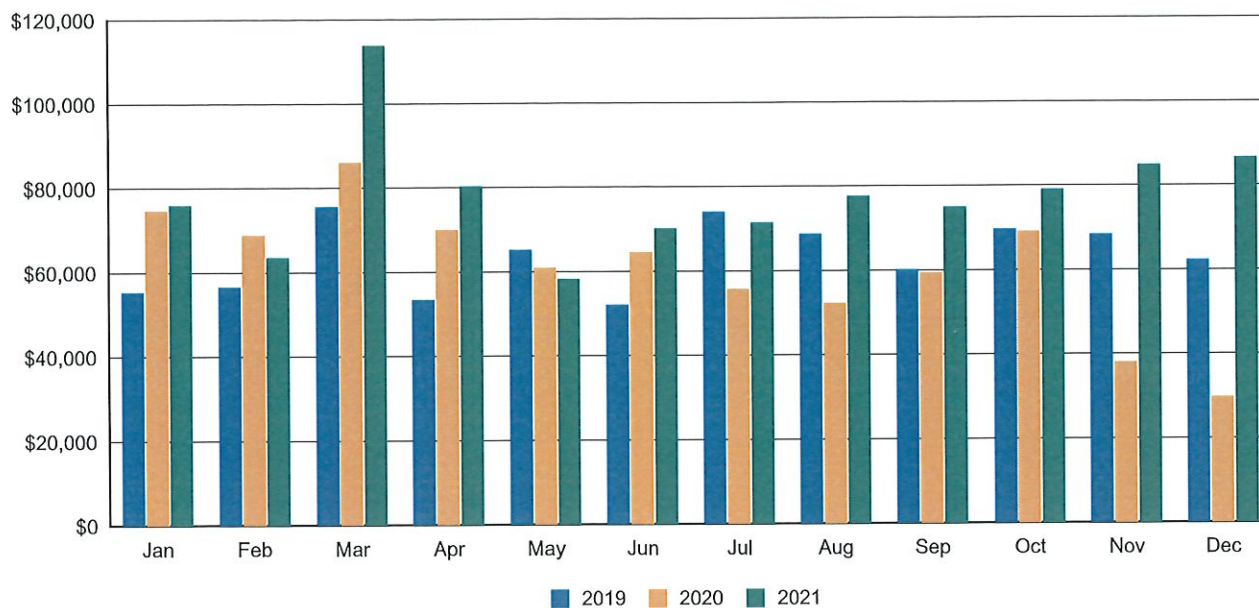
**Summary of Disbursement**

|                                   |             |             |                    |
|-----------------------------------|-------------|-------------|--------------------|
| Total Deposits & Payments Kept By |             | \$81,066.67 |                    |
| Plus Overpayment Refunds          | +           | \$0.00      |                    |
| <b>Gross Revenue</b>              |             |             | <b>\$81,066.67</b> |
| LifeQuest Fee                     |             | \$3,648.00  |                    |
| Plus Probate Fees                 | +           | \$0.00      |                    |
| <b>Total Due LifeQuest</b>        | Check # EFT |             | <b>\$3,648.00</b>  |
| Service Revenue                   |             | \$77,418.67 |                    |
| Less Payment Kept By Service      | -           | \$1,970.60  |                    |
| Less Service Payable              | -           | \$0.00      |                    |
| Less Probate Fees                 | -           | \$0.00      |                    |
| Other / Fees                      | -           | \$0.00      |                    |
| <b>Total Due Service</b>          | Check # EFT |             | <b>\$75,448.07</b> |

**Messages:****Legend:****Charges - Other:** Includes insurance interest, transaction fees, probate fees**Credit Summary - Less Overpayments:** Includes recoupments, refunds, returns, service payables**Credit Summary - Plus Overpayment Returns:** Includes NSF/bank returned type payments

# All Phases Gross Revenue

City of De Pere  
January 2019 to December 2021



|                            | 2019             | 2020             | 2021             |
|----------------------------|------------------|------------------|------------------|
| January                    | \$55,433         | \$74,735         | \$76,068         |
| February                   | \$56,668         | \$68,980         | \$63,602         |
| March                      | \$75,702         | \$86,226         | \$113,896        |
| April                      | \$53,535         | \$70,107         | \$80,392         |
| May                        | \$65,318         | \$61,059         | \$58,325         |
| June                       | \$52,157         | \$64,610         | \$70,239         |
| July                       | \$74,156         | \$55,803         | \$71,566         |
| August                     | \$68,797         | \$52,414         | \$77,763         |
| September                  | \$60,290         | \$59,470         | \$75,107         |
| October                    | \$69,765         | \$69,260         | \$79,194         |
| November                   | \$68,470         | \$38,169         | \$85,024         |
| December                   | \$62,371         | \$29,842         | \$86,681         |
| <b>Total Gross Revenue</b> | <b>\$762,663</b> | <b>\$730,674</b> | <b>\$937,858</b> |

# Billing Reconciliation Summary

City of De Pere

For the month of December 2021

|                                           |             |   |              |
|-------------------------------------------|-------------|---|--------------|
| Beginning Balance of Accounts Receivables |             |   | \$236,217.65 |
| Total Charges entered for the Month       |             | + | \$138,677.16 |
| <b>Adjustments</b>                        |             |   |              |
| Intercept                                 | \$0         |   |              |
| Per Contract                              | \$0         |   |              |
| Account Transfer Total                    | \$15,868.51 |   |              |
| Other                                     | \$58,157.68 |   |              |
| Total Adjustments for the Month           | \$74,026.19 | - | \$74,026.19  |
| <b>Payments</b>                           |             |   |              |
| Cash                                      | \$13,740.31 |   |              |
| Contract Payments                         | \$646.00    |   |              |
| Credit Card                               | \$0         |   |              |
| Direct Deposit                            | \$55,161.39 |   |              |
| Hospital                                  | \$0         |   |              |
| Insurance                                 | \$9,644.27  |   |              |
| Payment Kept By                           | \$1,970.60  |   |              |
| Other                                     | \$0         |   |              |
|                                           | \$81,162.57 | - | \$81,162.57  |
| <b>Overpayment</b>                        |             |   |              |
| Recoupment                                | \$0         |   |              |
| Refunds                                   | \$0         |   |              |
| Returns                                   | \$(95.90)   |   |              |
| Service Payable                           | \$0         |   |              |
| Other                                     | \$0         |   |              |
|                                           | \$(95.90)   | - | \$(95.90)    |
| Total for Reconciliation Summary          |             |   | \$219,801.95 |
| Ending Balance of Accounts Receivables    |             |   | \$219,801.95 |

## Receivables Distribution Report

### Receivables Cash

All Companies

All Directories

| Charges  | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 | Oct 2021 | Nov 2021 | Dec 2021 | Totals |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------|
| Jan 2021 | 4985     | 27292    | 15957    | 4673     | 1756     | 80       | 948      | 80       | 1515     | 80       | -424     | 80 \$    | 57022  |
| 113169   | 4.4      | 24.1     | 14.1     | 4.1      | 1.6      | 0.1      | 0.8      | 0.1      | 1.3      | 0.1      | -0.4     | 0.1 %    | 50.4   |
| Feb 2021 |          | 2452     | 31523    | 18131    | 2721     | 1201     | 76       | -1       | 14       | 0        | 0        | 0 \$     | 56116  |
| 118613   |          | 2.1      | 26.6     | 15.3     | 2.3      | 1        | 0.1      | 0        | 0        | 0        | 0        | 0 %      | 47.3   |
| Mar 2021 |          |          | 7661     | 33772    | 13936    | 7469     | 876      | 1180     | 491      | 211      | 359      | 99 \$    | 66054  |
| 130418   |          |          | 5.9      | 25.9     | 10.7     | 5.7      | 0.7      | 0.9      | 0.4      | 0.2      | 0.3      | 0.1 %    | 50.6   |
| Apr 2021 |          |          |          | 7082     | 27529    | 15501    | 2954     | 544      | 401      | 672      | 236      | 1741 \$  | 56661  |
| 115290   |          |          |          | 6.1      | 23.9     | 13.4     | 2.6      | 0.5      | 0.3      | 0.6      | 0.2      | 1.5 %    | 49.1   |
| May 2021 |          |          |          |          | 4433     | 35909    | 17506    | 5273     | 2487     | 300      | 0        | 0 \$     | 65908  |
| 125663   |          |          |          |          | 3.5      | 28.6     | 13.9     | 4.2      | 2        | 0.2      | 0        | 0 %      | 52.4   |
| Jun 2021 |          |          |          |          |          | 6181     | 35707    | 14652    | 7508     | 4306     | 0        | 294 \$   | 68648  |
| 139070   |          |          |          |          |          | 4.4      | 25.7     | 10.5     | 5.4      | 3.1      | 0        | 0.2 %    | 49.4   |
| Jul 2021 |          |          |          |          |          |          | 9919     | 42814    | 14242    | 4691     | 2516     | -29 \$   | 74152  |
| 152022   |          |          |          |          |          |          | 6.5      | 28.2     | 9.4      | 3.1      | 1.7      | 0 %      | 48.8   |
| Aug 2021 |          |          |          |          |          |          |          | 10656    | 37960    | 17163    | 7929     | 2229 \$  | 75937  |
| 151972   |          |          |          |          |          |          |          | 7        | 25       | 11.3     | 5.2      | 1.5 %    | 50     |
| Sep 2021 |          |          |          |          |          |          |          |          | 4774     | 44094    | 24792    | 9276 \$  | 82935  |
| 164710   |          |          |          |          |          |          |          |          | 2.9      | 26.8     | 15.1     | 5.6 %    | 50.4   |
| Oct 2021 |          |          |          |          |          |          |          |          |          | 1134     | 45646    | 22761 \$ | 69541  |
| 163659   |          |          |          |          |          |          |          |          |          | 0.7      | 27.9     | 13.9 %   | 42.5   |
| Nov 2021 |          |          |          |          |          |          |          |          |          |          | 3959     | 40835 \$ | 44794  |
| 132474   |          |          |          |          |          |          |          |          |          |          | 3        | 30.8 %   | 33.8   |
| Dec 2021 |          |          |          |          |          |          |          |          |          |          |          | 1414 \$  | 1414   |
| 87898    |          |          |          |          |          |          |          |          |          |          |          | 1.6 %    | 1.6    |
| Averages | 1st Mo   | 2nd Mo   | 3rd Mo   | 4th Mo   | 5th Mo   | 6th Mo   | 7th Mo   | 8th Mo   | 9th Mo   | 10th Mo  | 11th Mo  | 12th Mo  |        |
| Extended | 4.1      | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     |        |
| Weighted | 4.1      | 26.7     | 12.7     | 4.3      | 1.5      | 0.2      | 0.3      | 0.1      | 0.8      | 0        | -0.2     | 0.1      |        |



## City of De Pere, Wisconsin

### Request For Finance/Personnel Committee Action

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**MEETING DATE:** January 11, 2022

**DEPARTMENT:** Police

**FROM:** Jeremy Muraski

**SUBJECT:** Consideration and Possible Action on the October 2021 Police Overtime Report

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The overtime (OT) report covers the month of December 2021. Two previous years of overtime report summaries are attached for comparison but 2019 is by payroll period versus calendar month due to the change in how the overtime was gathered back then. The 2020 Report should be the most comparable.

Officer Sick Relief OT consisted of 37.73 hours, the second highest total for that category in 2021.

Staffing Level OT accounted for 167.0 hours which was the 5th highest month after May, June, July, and August.

#### ATTACHMENTS:

- 2020 PD OT Summary (PDF)
- 2019 PD OT Summary (PDF)
- December 2021 PD OT Report (PDF)

**DEPARTMENT OF POLICE  
OVERTIME BY REASON  
2020**

| REASON                        | JAN *   | FEB **  | MAR *** | APR +   | MAY ++ | JUN ^  | JUL #   | AUG ##  | SEPT ^^ | OCT ^^^ | NOV **  | DEC *** | TOTAL    |
|-------------------------------|---------|---------|---------|---------|--------|--------|---------|---------|---------|---------|---------|---------|----------|
| OFFICER SICKLEAF              | 90.75   | 25.50   | 18.00   |         | 10.25  | 6.50   | 0.00    | 20.00   | 27.50   | 42.25   | 61.50   | 60.00   | 362.25   |
| OFFICER WORKED ON HOLIDAY     | 92.75   | 12.00   | 12.00   | 25.75   | 48.50  | 8.00   | 69.25   | 4.00    | 108.00  | 18.00   | 53.50   | 96.75   | 548.50   |
| OFFICER FOR COURT             | 60.00   | 4.00    | 7.00    | 5.00    |        | 3.00   | 8.00    | 5.50    | 7.75    | 4.00    | 4.00    | 2.00    | 110.25   |
| OFFICER TRAINING              | 38.50   | 119.75  | 56.00   | 20.00   |        | 146.00 | 104.25  | 48.25   | 78.50   | 142.50  | 97.00   | 39.00   | 889.75   |
| OFFICER RELIEF FOR FUNERAL    |         |         |         |         |        |        |         |         |         |         |         |         | 0.00     |
| OFFICER ATTENDING             |         | 2.00    | 2.00    |         |        |        |         |         |         |         | 1.50    | 4.50    | 10.00    |
| STAFFING LEVEL                | 285.50  | 107.25  | 99.00   | 54.25   | 42.50  | 154.50 | 225.25  | 279.00  | 243.50  | 304.25  | 94.75   | 142.75  | 2032.50  |
| INVESTIGATION                 | 22.50   | 7.50    | 32.25   | 28.25   | 36.25  | 25.50  | 70.75   | 43.25   | 74.25   | 57.25   | 32.50   | 32.50   | 462.75   |
| HONOR GUARD FOR FUNERAL       |         |         |         |         |        |        |         |         |         |         |         |         | 0.00     |
| SCHOOL LIAISON REIMBURSED     | 27.75   | 29.25   | 13.75   |         |        |        |         | 14.00   | 14.25   | 16.00   | 8.00    | 33.75   | 156.75   |
| COMMUNITY RELATIONS           |         |         |         |         |        |        |         |         |         |         |         |         | 0.00     |
| SPECIAL ASSIGNMENT            |         |         |         |         |        |        |         |         |         |         |         |         | 0.00     |
| SPECIAL ASSIGNMENT REIMBURSED | 4.50    | 14.00   |         |         |        |        |         |         |         | 3.25    | 55.00   |         | 76.75    |
| WARRANTS                      | 15.25   | 14.25   | 24.75   | 5.75    | 48.00  | 58.00  | 2.00    | 5.75    | 12.75   | 27.00   | 11.00   |         | 224.50   |
| WARRANTS REIMBURSED           | 11.50   | 42.25   | 18.50   | 12.25   | 5.75   | 4.00   | 31.50   | 4.00    | 18.75   | 11.00   | 5.75    | 20.75   | 186.00   |
| GROSS OVERTIME                | 649.00  | 377.75  | 283.25  | 151.25  | 191.25 | 405.50 | 511.00  | 423.75  | 585.25  | 625.50  | 424.50  | 432.00  | 5060.00  |
| SUBTOTAL REIMBURSED OVERTIME  | (43.75) | (85.50) | (32.25) | (12.25) | (5.75) | (4.00) | (31.50) | (18.00) | (33.00) | (30.25) | (68.75) | (54.50) | (419.50) |
| NET OVERTIME                  | 605.25  | 292.25  | 251.00  | 139.00  | 185.50 | 401.50 | 479.50  | 405.75  | 552.25  | 595.25  | 355.75  | 377.50  | 4640.50  |

TOTAL OVERTIME BUDGET : \$ 175,000.00

EXPENDITURES THROUGH 12/31/2020 \$ 236,439.64

PERCENT OF TOTAL BUDGET : 135%

NOTES:

\* period 12/28/2019 -1/24/2020

\*\* period 1/25/2020 -2/21/2020

\*\*\* period 2/22/2020 -4/3/2020

+ period 4/4/2020 -4/30/2020

++ period 5/1/2020 -5/31/2020

^ period 6/1/2020 -6/30/2020

# period 7/1/2020 -7/31/2020

## period 8/1/2020 -8/31/2020

^^ period 9/1/2020 -9/30/2020

^^^ period 10/1/2020 -10/31/2020

\*^ period 11/1/2020 -11/30/2020

\*+^ period 12/1/2020 -12/31/2020

Additional notes

Changing from Payroll period reporting to monthly reporting beginning May 1, 2020.

**DE PERE POLICE DEPARTMENT  
OVERTIME BY REASON  
2019**

| REASON                              | JAN*           | FEB**          | MAR***         | APR+           | MAY++          | JUN^           | JUL#           | AUG##          | SEPT^^         | OCT^^^         | NOV*+          | DEC*+*         | TOTAL           |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| OFFICER SICK RELIEF                 | 20.50          | 16.50          | 15.00          | 48.50          | 9.50           | 23.00          | 47.75          | 12.00          | 21.00          | 76.75          | 13.50          | 15.50          | 319.50          |
| OFFICER WORKED ON HOLIDAY           | 105.00         | 22.25          | 4.00           | 30.00          | 91.75          | 12.00          | 61.00          | 10.00          | 121.25         | 15.25          | 69.00          | 80.00          | 621.50          |
| OFFICER FOR COURT                   | 22.50          | 10.00          | 18.50          | 10.50          | 14.00          | 8.00           | 10.00          | 6.00           | 8.00           | 2.00           | 90.75          | 8.00           | 208.25          |
| OFFICER TRAINING                    | 29.50          | 89.00          | 124.00         | 160.75         | 82.75          | 77.25          | 69.75          | 50.25          | 154.25         | 200.25         | 33.00          |                | 1070.75         |
| OFFICER RELIEF FOR FUNERAL          |                |                |                |                |                |                |                |                |                |                |                |                | 0.00            |
| OFFICER ATTEND MEETING              | 3.00           | 2.00           | 12.00          | 13.00          |                | 2.00           | 7.50           | 2.00           |                | 20.00          |                |                | 61.50           |
| STAFFING LEVEL                      | 39.00          | 60.00          | 124.50         | 85.50          | 169.25         | 131.25         | 157.00         | 263.75         | 305.00         | 406.50         | 317.50         | 272.75         | 2332.00         |
| INVESTIGATION                       | 33.00          | 38.50          | 16.00          | 58.50          | 29.00          | 27.00          | 58.00          | 17.00          | 12.75          | 44.00          | 41.75          | 21.50          | 397.00          |
| HONOR GUARD FOR FUNERAL             |                | 10.00          |                |                |                |                |                |                |                |                |                |                | 10.00           |
| SCHOOL LIAISON REIMBURSED           | 25.50          | 30.50          | 14.00          | 30.00          | 8.00           | 25.00          |                | 3.50           | 35.50          | 78.00          | 16.00          | 22.00          | 288.00          |
| COMMUNITY RELATIONS                 |                |                |                |                | 2.00           |                |                |                |                |                |                |                | 2.00            |
| SPECIAL ASSIGNMENT                  |                |                |                | 8.25           | 32.00          | 6.00           |                |                | 4.50           |                |                | 4.00           | 54.75           |
| SPECIAL ASSIGNMENT REIMBURSED       |                | 14.00          |                |                |                |                | 14.00          | 10.00          |                | 15.00          | 10.00          |                | 63.00           |
| MISCELLANEOUS                       | 8.00           | 31.25          | 22.75          | 41.50          | 14.50          | 22.75          | 29.25          | 20.50          | 25.75          | 43.75          | 19.00          | 11.00          | 290.00          |
| MISCELLANEOUS REIMBURSED            | 14.50          | 16.50          | 13.00          | 30.50          | 75.00          | 50.00          | 1.50           | 3.50           | 10.50          | 3.50           | 33.00          | 5.50           | 257.00          |
| <b>GROSS OFFICER OVERTIME</b>       | <b>300.50</b>  | <b>340.50</b>  | <b>363.75</b>  | <b>517.00</b>  | <b>527.75</b>  | <b>384.25</b>  | <b>455.75</b>  | <b>398.50</b>  | <b>698.50</b>  | <b>905.00</b>  | <b>643.50</b>  | <b>440.25</b>  | <b>5975.25</b>  |
| <b>SUBTOTAL REIMBURSED OVERTIME</b> | <b>(40.00)</b> | <b>(61.00)</b> | <b>(27.00)</b> | <b>(60.50)</b> | <b>(83.00)</b> | <b>(75.00)</b> | <b>(15.50)</b> | <b>(17.00)</b> | <b>(46.00)</b> | <b>(96.50)</b> | <b>(59.00)</b> | <b>(27.50)</b> | <b>(608.00)</b> |
| <b>NET OFFICER OVERTIME</b>         | <b>260.50</b>  | <b>279.50</b>  | <b>336.75</b>  | <b>456.50</b>  | <b>444.75</b>  | <b>309.25</b>  | <b>440.25</b>  | <b>381.50</b>  | <b>652.50</b>  | <b>808.50</b>  | <b>584.50</b>  | <b>412.75</b>  | <b>5367.25</b>  |

**TOTAL OVERTIME BUDGET: \$ 160,000.00**

**EXPENDITURES THROUGH 12/31/2019 \$ 279,916.04**

**PERCENT OF TOTAL BUDGET: 174.95%**

**NOTES:**

\*Period 12/29/2018 - 1/25/2019

\*\*Period 1/26/2019 - 2/22/2019

\*\*\*Period 2/23/2019 - 3/22/2019

+Period 3/23/2019 - 5/3/2019

++Period 5/4/2019 - 5/31/2019

^Period 6/1/2019 - 6/28/2019

#Period 6/29/2019 - 7/26/2019

##Period 7/27/2019 - 8/23/2019

^^Period 8/24/2019 - 9/20/2019

^^^Period 9/21/2019 - 11/1/2019

\*+Period 11/2/2019 - 11/20/2019

\*+\*Period 11/30/2019 - 12/27/2019

**DE PERE POLICE DEPARTMENT  
OVERTIME BY REASON  
2021**

| REASON                              | JAN            | FEB            | MAR            | APR            | MAY            | JUN            | JUL           | AUG            | SEPT           | OCT             | NOV            | DEC            | TOTAL           |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|----------------|----------------|-----------------|----------------|----------------|-----------------|
| OFFICER SICK RELIEF                 | 24.75          | 11.50          | 21.50          | 39.50          | 11.50          |                | 21.25         | 15.25          | 3.00           | 16.00           |                | 37.75          | 202.00          |
| OFFICER WORKED ON HOLIDAY           | 94.00          | 16.50          |                | 30.00          | 66.00          | 4.00           | 61.00         | 20.00          | 117.25         |                 | 61.50          | 114.25         | 584.50          |
| OFFICER FOR COURT                   | 2.75           | 4.00           | 16.00          | 10.00          | 2.00           | 14.00          | 9.00          | 18.00          | 12.25          | 8.00            | 10.00          | 6.00           | 112.00          |
| OFFICER TRAINING                    | 73.00          | 71.25          | 82.50          | 33.25          | 128.25         | 55.25          | 26.75         | 45.50          | 131.50         | 110.50          | 130.25         | 28.25          | 916.25          |
| OFFICER RELIEF FOR FUNERAL          |                |                | 6.75           |                |                |                |               |                |                |                 |                |                | 6.75            |
| OFFICER ATTEND MEETING              |                | 7.75           |                | 1.00           | 15.50          | 7.75           | 11.25         | 13.50          |                |                 | 7.75           |                | 64.50           |
| STAFFING LEVEL                      | 144.25         | 96.50          | 124.50         | 124.25         | 275.00         | 256.50         | 265.00        | 229.25         | 137.50         | 124.75          | 88.00          | 167.00         | 2032.50         |
| INVESTIGATION                       | 68.50          | 52.50          | 47.00          | 28.50          | 49.75          | 50.25          | 64.75         | 68.25          | 47.75          | 52.00           | 37.75          | 26.00          | 593.00          |
| HONOR GUARD FOR FUNERAL             |                |                |                |                |                |                |               |                |                |                 |                |                | 0.00            |
| SCHOOL LIAISON REIMBURSED           | 28.75          | 21.25          | 11.75          | 42.50          | 25.50          | 22.25          |               | 18.00          | 63.75          | 82.50           | 9.50           | 26.00          | 351.75          |
| COMMUNITY RELATIONS                 |                |                |                |                |                |                |               |                |                |                 |                |                | 0.00            |
| SPECIAL ASSIGNMENT                  | 34.50          |                |                | 2.00           | 60.00          |                |               |                |                |                 |                |                | 96.50           |
| SPECIAL ASSIGNMENT REIMBURSED       |                |                |                |                |                |                | 2.00          | 20.50          | 6.00           | 18.00           | 26.50          |                | 73.00           |
| MISCELLANEOUS                       | 11.25          | 5.25           | 1.00           | 8.75           | 3.25           | 35.50          |               | 5.50           | 14.25          | 15.00           | 19.00          | 12.00          | 130.75          |
| MISCELLANEOUS REIMBURSED            |                |                | 21.50          | 26.25          | 19.50          | 1.00           |               | 33.50          | 16.25          | 11.75           | 11.25          | 35.00          | 176.00          |
| GROSS OFFICER OVERTIME              | 481.75         | 286.50         | 332.50         | 346.00         | 656.25         | 446.50         | 461.00        | 487.25         | 549.50         | 438.50          | 401.50         | 452.25         | 5339.50         |
| <b>SUBTOTAL REIMBURSED OVERTIME</b> | <b>(28.75)</b> | <b>(21.25)</b> | <b>(33.25)</b> | <b>(68.75)</b> | <b>(45.00)</b> | <b>(23.25)</b> | <b>(2.00)</b> | <b>(72.00)</b> | <b>(86.00)</b> | <b>(112.25)</b> | <b>(47.25)</b> | <b>(61.00)</b> | <b>(600.75)</b> |
| <b>NET OFFICER OVERTIME</b>         | <b>453.00</b>  | <b>265.25</b>  | <b>299.25</b>  | <b>277.25</b>  | <b>611.25</b>  | <b>423.25</b>  | <b>459.00</b> | <b>415.25</b>  | <b>463.50</b>  | <b>326.25</b>   | <b>354.25</b>  | <b>391.25</b>  | 4738.75         |

**\*TOTAL OVERTIME BUDGET: \$ 175,000.00**

**EXPENDITURES THROUGH 12/31/2021 \$ 202,559.08**

**PERCENT OF TOTAL BUDGET: 116%**



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

---

**MEETING DATE:** January 11, 2022

**DEPARTMENT:** Fire Department

**FROM:** Lea Taylor

**SUBJECT:** Consideration and acceptance of donation from CoVantage Credit Union to the Fire Department.\*

---

**ATTACHMENTS:**

- FIRE DEPT COVANTAGE CREDIT UNION DONATION REQUEST (PDF)

# Memo



**To:** Honorable Mayor James Boyd  
Members of the Finance & Personnel Committee

**From:** Alan Matzke, Fire Chief *AM*

**Date:** January 5, 2022

**Re:** Consider Donation from CoVantage Credit Union

---

The Fire Department is requesting acceptance of a donation from CoVantage Credit Union, 723 Sixth Avenue, Antigo, Wisconsin, in the amount of \$500. The accepted donation would be placed in the Fire Department donation account.

Thank you for your consideration of this request. We respectfully ask for your support to move this item forward to the City's Common Council for final action and acceptance. If you have any questions, please do not hesitate to ask.



December 24, 2021

Greetings,

When our communities are in need, CoVantage wants to be there to help our friends, neighbors, and our member-owners. We are providing this donation to your organization so that you can continue to help those in need during the holidays.

Thank you for the work your organization does to support the community, making it a better place to live and raise our families. The community is fortunate to have your organization and the many wonderful volunteers that work tirelessly to sustain it.

Wishing you continued health,

Jenny Gerndt  
Suamico Branch Manager  
CoVantage Credit Union

Enclosure



## City of De Pere, Wisconsin

### Request For Finance/Personnel Committee Action

---

**MEETING DATE:** January 11, 2022

**DEPARTMENT:** Police

**FROM:** Jeremy Muraski

**SUBJECT:** Consideration and Possible Action on Acceptance of \$5,000 donation from Budget Blinds to Police for use with the K-9 Unit. \*

---

Budget Blinds of West Green Bay made a donation in the amount of \$5,000 to the De Pere Police Department K-9 Unit. This money would be added to the K-9 unit fund to cover the costs associated with the training and care of the current police dog, "Kurt" or could potentially be used to purchase and train a new K-9 in the future upon Kurt's retirement which is anticipated to be within the next two years due to his age.



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

---

**MEETING DATE:** January 11, 2022

**DEPARTMENT:** Police

**FROM:** Jeremy Muraski

**SUBJECT:** Consideration and Possible Action on Acceptance of \$500 Donation from Kwik Trip Kares to Police for use with the Hotel Voucher Program. \*

---

This \$500 donation would go to support the De Pere Police Department Hotel Voucher program which is used to donate a one night hotel stay to people who are in the midst of an emergency, have no place to stay, and do not have the means to obtain lodging for one night. The hotel voucher program relies on donations such as this one to operate.

**ATTACHMENTS:**

- Kwik Trip \$500 donation (PDF)



PHONE 608-793-6409

FAX 608-793-6311

EMAIL [donations@kwiktrip.com](mailto:donations@kwiktrip.com)

1626 Oak St., P.O. Box 2107

La Crosse, WI 54602

[www.kwiktrip.com](http://www.kwiktrip.com)

December 7, 2021

City of De Pere Police Department  
Attn: Jake Nowak  
Donation Request ID: 10463

On behalf of the Kwik Trip/Kwik Star Donation Committee, I wanted to let you know we are able to help with your donation request. Enclosed, please find a \$500 donation that we would like to contribute to your organization.

We would also like to make sure that you are aware of all the great fundraising opportunities that are available. Details are located on our website [www.kwiktrip.com](http://www.kwiktrip.com) or you can call Teresa Clark at 608-793-6184.

Kwik Trip is proud to support your cause and we wish you much success.

Sincerely,

Teresa Clark  
Kwik Trip Kares Donation Committee Chair  
Kwik Trip, Inc.  
[tmclark@kwiktrip.com](mailto:tmclark@kwiktrip.com)  
(608) 793-6184

#### OUR MISSION

*To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.*



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

---

**MEETING DATE:** January 11, 2022

**DEPARTMENT:** Human Resources

**FROM:** Shannon Metzler

**SUBJECT:** Consideration and Possible Action to hire Baker Tilly, US, LLP to Conduct a Compensation Study\*

---

**ATTACHMENTS:**

- Memo to finance hiring consulting firm (PDF)
- Bakertilly revised proposal (PDF)
- De Pere proposal to provide a compensation study from Baker Tilly (PDF)

MemoCity of De Pere

To: Members of the Finance/Personnel Committee  
From: Shannon Metzler, Human Resources Director  
RE: Consideration and Possible Action to hire a Bakertilly to Conduct a Compensation Study  
Date: January 11, 2022

---

As you may recall, we will be conducting a classification and compensation study this year. The City's compensation policy says that pay grade ranges, classifications, and internal pay compensation issues will be reviewed on an as needed basis, but at least every 5 years. The last formal compensation study was completed in 2012 when we hired Carlson and Dettmann Consulting LLC and all non-represented positions were reviewed. In 2017 a cursory market study was conducted also by Carlson and Dettman Consulting, LLC and was implemented in 2018.

Request for proposals (RFP's) were submitted to five consulting firms that conduct compensation studies. We received five proposals back. The City Administrator, Human Resources Generalist and I interviewed two firms.

We are recommending hiring Bakertilly to conduct the compensation study. Bakertilly has a wealth of experience completing compensation studies for both the private and public sector and felt they will do great job for the City. The cost complete the study is \$25,000 (see attached proposal). These funds were allocated for in the Human Resource's 2022 budget. We don't know if we will utilize the organization to assist in reviewing our pay for performance plan (quote of \$8,450) so at this time, we are not considering that part of the cost. There is opportunity for some additional savings as we plan to work collectively with the City of Appleton (where we can) who is also starting a compensation study with the same consultant.

If you have any questions regarding this report please feel free to contact me at 339-4045.

Thank you.



Baker Tilly US, LLP  
225 S. Sixth St. Street, Suite 2300  
Minneapolis, MN 55402-4661

T: +1 (612) 876 4500

F: +1 (612) 238 8900

bakertilly.com

January 5, 2022

Ms. Shannon Metzler  
Human Resources Director  
City of De Pere  
Human Resources Department  
335 South Broadway Street  
De Pere, WI 54115

Dear Ms. Metzler:

In response to the City's request for amendments to the proposal submitted to the City on December 20, 2021, Baker Tilly provides the additional/amended information as follows:

#### Section D. References:

Additional reference as requested (RFP requested 4 references);

| City of Burnsville, Minnesota |                                                     |              |                                                                                  |
|-------------------------------|-----------------------------------------------------|--------------|----------------------------------------------------------------------------------|
| <b>Name</b>                   | Beth Wacholz                                        | <b>Title</b> | Human Resources Coordinator                                                      |
| <b>Phone</b>                  | 952-895-4472                                        | <b>Email</b> | <a href="mailto:beth.wacholz@burnsvillemn.gov">beth.wacholz@burnsvillemn.gov</a> |
| <b>Services</b>               | Comprehensive classification and compensation study |              |                                                                                  |

The City also requested an amendment to Section 4. Project Fees based on combining the City of De Pere's market survey conducted as a part of the study with the upcoming City of Appleton classification and compensation study. Baker Tilly would be willing to adjust pricing based on the following factors (not an inclusive list):

- Approval by the City of Appleton to collaborate on the market survey with the City of De Pere
- Coordination of the benchmark survey recipients and benchmark survey positions between the City of Appleton and the City of De Pere

It is difficult to determine the adjustment of fees until the level of collaboration can be determined between the two cities.

In discussions with the City, the scope of work as outlined in the proposal are amended as follows:

Baker Tilly will perform all the tasks delineated as described in this proposal for a professional fee of **\$25,000**, excluding review and recommendations of the current performance based compensation system. This fee is based development/update of job descriptions for 35 positions, 55 positions will be included in the remaining scope of services, two employee orientation sessions, as well as required meetings with administration, and associated work. This proposal includes a maximum of two on-site visits by the project manager subject to the City and/or Baker Tilly precautionary travel and personal contact measures in place

due to COVID-19, for the safety of all employees. Baker Tilly maintains systems to facilitate virtual meetings for all study phases.

| Task                                                                                                                                                                                                                                                                                                                                   | Cost                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1. To review all non-represented positions to quantitatively evaluate and determine market competitiveness and to recommend updates to the grade order as determined by the market analysis. This pay plan includes approximately 55 positions comprised of executive, professional, administrative, technical and clerical positions. | \$19,900                   |
| <del>2. To review and make recommendations to the current pay for performance management compensation system for non-represented employees.</del>                                                                                                                                                                                      | <del>\$8,450</del>         |
| 3. To update job descriptions for 35 positions.                                                                                                                                                                                                                                                                                        | \$5,100                    |
| 4. To review positions on a continuing basis as requested by the employer in response to market pressure, turnover, and for retention purposes.                                                                                                                                                                                        | See below for current fees |

Baker Tilly would invoice the City for work completed based on the following schedule:

| Time of Invoice                                               | Percentage Invoiced | Cumulative Percentage |
|---------------------------------------------------------------|---------------------|-----------------------|
| Completion of project initiation (or employee orientation)    | 25%                 | 25%                   |
| Completion of Position Analysis Questionnaires                | 25%                 | 50%                   |
| Distribution of Comprehensive Market Survey                   | 20%                 | 70%                   |
| Completion of draft pay structure(s) or pay structure updates | 20%                 | 90%                   |
| Completion of final report                                    | 10%                 | 100%                  |

### Out-of-pocket expenses

Baker Tilly would invoice the City, at cost, for actual out-of-pocket expenses. Out-of-pocket expenses include, but are not limited to, travel and sustenance, overnight or messenger deliveries, conference calling beyond our internal capabilities, photocopying and mailing costs. Direct out-of-pocket expenses are not expected to exceed **\$1,500** for your project.

### Additional work

Should the City request and authorize additional work, we would invoice the City at an agreed upon fee or our standard hourly fees. In addition, we would charge at cost for any related out-of-pocket expenses.

| Title                                 | Hourly Rate |
|---------------------------------------|-------------|
| Principal, Partner, Managing Director | \$320       |
| Director, Senior Manager              | \$270       |
| Manager                               | \$225       |
| Senior Staff                          | \$195       |
| Staff                                 | \$165       |
| Support                               | \$80        |

Additional work would include work outside the scope of services as agreed to including, but not limited to:

- Additional position descriptions
- Additional job audits
- Additional on-site meetings
- Development/recommendations for the City's pay plan
- Additional reports
- Appeals process
- Work related to a special request

Please contact me if you have any questions or need additional information.

Respectfully submitted,

***Ann S. Antonsen***

Ann S. Antonsen  
Director

**bakertilly**

now, for tomorrow.

## City of De Pere, Wisconsin

Proposal to provide a compensation study

December 20, 2021

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 Minneapolis, MN 55402-4661  
 T: +1 (612) 876 4500  
 F: +1 (612) 238 8900  
 bakertilly.com

# 1. Cover letter

December 20, 2021

Ms. Shannon Metzler  
 Human Resources Director  
 City of De Pere  
 Human Resources Department  
 335 South Broadway Street  
 De Pere, WI 54115

Dear Ms. Metzler:

In accordance with the City of De Pere's (the City) request for proposals, Baker Tilly US, LLP (Baker Tilly) is pleased to submit our qualifications to conduct a compensation study to update the current compensation plan for the City's employees covered by its classification and compensation program.

Our firm has assisted numerous jurisdictions throughout the United States in addressing human resources and compensation issues, as well as performing specialized management studies. We have created an extensive consulting service that provides in-depth study and analysis on a variety of management topics. In addition, Baker Tilly ensures that we have the staff, capabilities and experience required for the project the City has outlined in its RFP.

- **Baker Tilly is a leader in human resources consulting on both national and local levels.** Your proposed Baker Tilly consulting team has extensive expertise providing human capital advisory services to organizations similar in size and complexity to the City. We have completed nearly 250 compensation-related projects since 2016.
- **Baker Tilly is one of the leading providers of compensation services to the public sector, specifically local government.** In the past five years, Baker Tilly has completed classification and compensation studies for public sector organizations in 21 states. Therefore, your proposed project team has an in depth understanding of current market trends and practices and will leverage this knowledge to help guide the City in its engagement. We will move beyond the traditional role of a "consultant" and instead become a Valued Business Advisor to your City, its leadership and employees.
- **Baker Tilly has assigned a consulting team with diverse public and private sector experience to your project** who will work under the leadership of a project director with extensive experience in the Wisconsin market. As the proposed project director for your engagement, I have a successful track record working with local government (and other public sector organizations) in Wisconsin to provide their classification and compensation needs.

## 1. Cover letter

---

Included in this proposal are the qualifications of our firm, a detailed scope of services, our study methodology and a list of client references. The project's time frame is also provided, along with the resumes of the consulting team.

Very truly yours,

BAKER TILLY US, LLP



Kate Crowley

Principal

T: +1 (608) 240 6718

E: [kate.crowley@bakertilly.com](mailto:kate.crowley@bakertilly.com)



Ann Antonsen

Director

T: +1 (651) 223 3057

E: [ann.antonsen@bakertilly.com](mailto:ann.antonsen@bakertilly.com)

## 2. Experience of Baker Tilly and proposed project team

### A. Baker Tilly's experience with providing compensation and benefits consulting services

#### Baker Tilly's experience

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country — and internationally. As a member of Baker Tilly International, the world's 10th largest accountancy and business advisory network, we are able to extend our reach through trusted relationships with firms located across the country and throughout the world.

Baker Tilly was founded in 1931 with one central objective: to use our industry specialization to help our clients improve their businesses. For 90 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to deepen and enhance our relationship with De Pere as we seek to become your **Value Architect™**.

Key facts about Baker Tilly:



Baker Tilly has provided high quality, independent financial and advisory services to public and not-for-profit organizations for more than 60 years. Baker Tilly's staff has been advising their clients in human capital and organizational development for more than 30 years. Baker Tilly's human capital practice is comprised of knowledgeable, experienced staff with direct experience in managing and leading city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public sector organizations.

Our human capital consulting team is focused on position classification, compensation and performance evaluation. Our work is competitive, current, court tested and copyrighted to deliver pragmatic outcomes. Our organizational management focus ranges from human resource consulting, executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement, and efficiency studies.

## 2. Experience of Baker Tilly and proposed project team

Public entities are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. Traditional methods and means do not necessarily work anymore and this scenario is not likely to change at any time in the future. To that end, elected officials and public administrators are under pressure to employ new and innovative solutions that require progressive leadership, creative collaboration, cautious risk taking and an investment in their personnel and organizational foundation. Success in the public sector is hard to define, but those public sector organizations that enhance and enrich their people, their process and their systems are more likely to deliver more value by maximizing the use of public resources, thus achieving more success in the marketplace of public opinion.

Since our firm's beginning, we have emerged as a leader in human capital management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch, which drive our internal standard for delivering **Exceptional Client Service** and leading-edge products.

Overall, we pride ourselves in doing high-quality work that is defensible, transparent and fair to both the organization and its employees, as we realize that a compensation study is critical to your ability to maintain and grow the quality of workforce that you need to perform at the level expected by your citizenry. We proudly stand by our work and will defend and support it through adoption.

### Why Baker Tilly is ideally suited to serve De Pere

#### The services to be provided by Baker Tilly include:

**Our team has successfully performed hundreds of similar studies nationwide, having been successfully implemented in governments large and small.**

Baker Tilly has been performing compensation and classification studies for more than 30 years. We have successfully implemented hundreds of studies in public organizations across the country. Our clients range from those who have as few as three employees to those who have over 3,000 employees. Our focus is on the public sector and our personnel have extensive experience in public sector pay and classification.

**With us, you do not just get a study, you get a system. We train you in the system and leave you prepared to utilize it, as needed, as your workforce needs evolve.**

Upon completion of the study the City of De Pere will have the necessary tools to manage the compensation system moving forward. As the City changes and evolves, the SAFE® system provides the City with a tool to evaluate positions as they change or as they are created.

**Our SAFE® classification system is solid, tested and is proven as a methodology for fairly and appropriately distinguishing classifications between public employees.**

In today's environment, organization's need to know that their methods are proven and sound. SAFE® gives you a tested methodology that works to properly differentiate between job classes in your organization.

**We know that quality studies rest on quality data.**

To achieve this goal, we carefully identify benchmark positions for use in the study process and ensure that we collect data on a comparative basis. When the study is completed, we support our work with regression analysis to document your proposed payline to your benchmarked competition.

Overall, we pride ourselves in doing high-quality work that is defensible, transparent and fair to both the organization and its employees, as we realize that a pay and classification study is critical to your ability to maintain and grow the quality of workforce that you need to perform at the level expected by your citizenry. We proudly stand by our work and will defend and support it through adoption.

## 2. Experience of Baker Tilly and proposed project team

### B. Experience, qualifications and credentials of the project team

*The Baker Tilly project team is designed specifically for the City of De Pere.*

The proposed project team represents experienced professionals who will be working on your compensation study. Our service team is selected to meet four very specific objectives for the City: 1) it represents the staff who will be directly responsible for your project; 2) it provides a range of expertise to cover the range of service requirements; 3) it provides a national perspective of experience and institutional knowledge to achieve your future objectives; and 4) it represents the commitment to take personal and professional responsibility for the services and outcomes for the City.

#### Project team bios

#### INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR DE PERE

##### Consulting team



##### Ann Antonsen, Director

225 South Sixth Street, Suite 2300, Minneapolis MN 55402  
T: +1 (651) 223 3057; E: [ann.antonsen@bakertilly.com](mailto:ann.antonsen@bakertilly.com)

Ann is a consultant with a strong background in organizational management and human resources that she uses effectively in developing position analyses, classification and compensation studies, performance management and evaluation system development and staff training and in conducting executive search efforts for the public sector. She also specializes in performing organizational studies, revising and developing personnel policies and manuals and in conducting organizational management training sessions and providing general human resources assistance. Ann has been with the firm since 2005 and earned a Bachelor of Arts in Psychology from the University of Minnesota.



##### Jada Kent, CCP, Manager – Project team leader

2500 Dallas Parkway, Suite 300, Plano, TX 75093  
T: +1 (972) 748 0514; E: [jada.kent@bakertilly.com](mailto:jada.kent@bakertilly.com)

Jada is a manager with a background in human capital consulting, including classification & compensation, organization management and executive recruitment. Jada has earned a master's degree in Public Administration (MPA) from the University of Texas at Dallas, is a member of the North Texas Compensation Association (NTCA), is a Certified Compensation Professional (CCP), and in the process of completing a SHRM Certified Professional designation.

## 2. Experience of Baker Tilly and proposed project team

### INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR DE PERE

#### Consulting team



##### Brenda Turner, CCP, Project Manager

2500 Dallas Parkway, Suite 300, Plano, TX 75093

T: +1 (972) 748 0522; E: [brenda.turner@bakertilly.com](mailto:brenda.turner@bakertilly.com)

Brenda is a human capital senior associate with a background serving in compensation and human resources. Prior to joining Baker Tilly, Brenda served most recently as the senior director of global compensation for a global technology company. She has also served in varying compensation, finance and accounting roles in the hospitality, travel and technology industries. Brenda is a Certified Compensation Professional (CCP) through World at Work and is also a member of the Society for Human Resources Development (SHRM). She earned a Master of Business Administration from the University of Texas and joined Baker Tilly in February of 2020.



##### Jama McClung, Senior Consultant

8219 Leesburg Pike, Suite 800, Tysons, VA 22182

T: +1 (804) 622 6991; E: [jama.mcclung@bakertilly.com](mailto:jama.mcclung@bakertilly.com)

Jama joined the human capital advisors practice supporting Mid-Atlantic executive recruitment work. Her specialty focus is classification and compensation studies, performance evaluations and benefits review. Jama has performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades and has served as a public finance assistant supporting senior living and healthcare public finance bankers. She attended Glenville State College and is currently completing course work towards a bachelor's degree in Business Administration.



##### Olivia Fisher, Analyst

8365 Keystone Crossing, Suite 300, Indianapolis, IN 46240

T: +1 (317) 465 1644; E: [olivia.fisher@bakertilly.com](mailto:olivia.fisher@bakertilly.com)

Olivia is a consultant with a strong background in human resources, non-profit, and hospitality work that she uses effectively in coordinating projects, collecting data and developing job descriptions. She assists in position analyses, classification and compensation studies. Olivia is committed in using her abilities and continued training to assist governmental agencies. Olivia earned a Bachelor of Arts in International Studies and Spanish from the Indiana University – Bloomington.

## 2. Experience of Baker Tilly and proposed project team

### INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR DE PERE

#### Consulting team



#### Thomas Patton, Analyst

225 South Sixth Street, Suite 2300, Minneapolis MN 55402

T: +1 (651) 223 3033; E: [thomas.patton@bakertilly.com](mailto:thomas.patton@bakertilly.com)

Thomas is an analyst with a background in Human Resources Management and Human Resources Development. He assists the team with data collection and job description writing. His focus is coordinating the data collection process and ensuring the team gathers quality information for the success of the project. In addition, he assists the team by crafting high quality job descriptions that accurately reflect the essence of the position being analyzed. Prior to Thomas's current role, he supported the team as an Administrative Assistant. Thomas earned a Bachelor of Science in Human Resources Development from the University of Minnesota – Twin Cities.

Full Project Team Resumes can be found in [Appendix II](#).

### C. Recently completed or current work

*There are a number of factors that set Baker Tilly apart from other consulting firms performing studies such as the proposed engagement for the City of De Pere.*

Although we have included a lengthy list of organizations for whom Baker Tilly has provided classification and compensation services, to simplify De Pere's evaluation process, we have augmented this list by including a brief narrative of select experience our staff provides, as well as a generalized list of outcomes consistent with our many custom compensation engagements.

- **Evaluating the appropriateness of (and potentially consolidating) job titles:** The assignment of job titles (including the potential for consolidation where warranted) is an integral part of each comprehensive classification and compensation study that Baker Tilly conducts. Baker Tilly provides a consistent, easy to explain and understand rationale for the assignment of job titles, which would be vital to De Pere's success in this project given the diversity of jobs included in the scope of work.
- **Analyzing extensive total compensation survey data:** Baker Tilly has assigned to the City's project a consulting team with diverse public and private sector experience gathering and analyzing survey data. Your team has extensive experience in customized classification and compensation studies for numerous organizations.



Our engagement team has completed nearly 250 successful compensation and classification studies since 2016

## 2. Experience of Baker Tilly and proposed project team

- **Providing detailed implementation cost estimates:** Although discussed in greater detail below, Baker Tilly has the experience and capability to guide the City in the most effective implementation costing scenarios and to prepare highly complex financial models leveraging our staff's Microsoft Excel skillset.
- **Presenting compensation results:** Baker Tilly's staff has broad experience interacting with employees at all levels in our client organizations. From executives primarily in office working environments to individual contributors in the field, we have successfully engaged employees to establish credibility in our methodology and results. Likewise, our staff has a distinct ability to present the results of classification and compensation studies in such a way that elected officials from all walks of life can understand.

Although each engagement is different, the following are the general results Baker Tilly has achieved on behalf of our public sector clients:

- Established fair and equitable relationships among positions throughout various pay structures (internal equity)
- Identified relevant market conditions to strategically select benchmark organizations
- Included employee input and participation to promote transparency and consistency in the job classification and compensation processes
- Developed pay structures that reflect the defensible, quantifiable alignment of positions and market competitiveness
- Maintained compliance with state and federal laws (FLSA, for example)
- Implemented modified job classification and compensation systems within our client's defined budget parameters

Following is a list of organizations for whom Baker Tilly has provided classification and compensation services to over the last few years. We realize the list is lengthy, but so is our experience in working with organizations very similar and very different to yours. We hope you will trust that our length and depth of experience means we've seen and solved our share of challenges and can assist you and your organization through this study and any challenges you may also be facing.

### List of Relevant Projects: 2016 – Present

| Year    | Client                       | State | Project                               | Pop.    |
|---------|------------------------------|-------|---------------------------------------|---------|
| Current | Apex                         | NC    | Comp, Class & Org Study               | 51,370  |
| Current | Bellingham                   | WA    | E-Team Class & Comp Study             | 89,045  |
| Current | Bluffton                     | IN    | Comp & Class Study                    | 9,919   |
| Current | Chesapeake Bay Bridge Tunnel | VA    | Class & Comp Update                   |         |
| Current | Chisago County               | MN    | Class & Comp Study                    | 53,916  |
| Current | Cumberland County            | VA    | Pay & Class Study                     | 9,824   |
| Current | Duplin County                | NC    | Comp Study                            | 58,967  |
| Current | Essex County School System   | VA    | Comp & Class Study                    | Current |
| Current | Evansville                   | WI    | Comp Study                            | 5,378   |
| Current | Fluvanna County              | VA    | Class & Comp Study                    | 27,270  |
| Current | Goshen                       | IN    | Wage & Comp Study & Benefits Analysis | 31,408  |
| Current | Horicon                      | WI    | Class & Comp Study                    | 3,595   |
| Current | Hutchinson                   | MN    | Comp Study                            | 13,914  |

## 2. Experience of Baker Tilly and proposed project team

### List of Relevant Projects: 2016 – Present

| Year    | Client                                      | State | Project                               | Pop.    |
|---------|---------------------------------------------|-------|---------------------------------------|---------|
| Current | Isanti County                               | MN    | Class & Comp Study                    | 40,596  |
| Current | Jackson                                     | MS    | Comp Study                            | 164,422 |
| Current | Maplewood                                   | MN    | Class & Comp Study                    | 40,545  |
| Current | Monroe                                      | NC    | Comp & Class Study                    | 35,105  |
| Current | Pope County                                 | MN    | Pay Plan Update                       | 11,048  |
| Current | Port Arthur                                 | TX    | Class & Comp Study                    | 55,109  |
| Current | Rosemount                                   | MN    | Class & Comp Study                    | 24,292  |
| Current | Roswell                                     | NM    | Pay & Class Study                     | 47,941  |
| Current | Scott County CDA                            | MN    | Market Study                          |         |
| Current | Sherburne County                            | MN    | Compensation Study                    | 97,238  |
| Current | Spring Lake Park                            | MN    | Class & Comp Study                    | 6,535   |
| Current | Trempealeau                                 | WI    | Treasurer/Deputy Clerk Review         | 1,775   |
| Current | Vigo County                                 | IN    | Class & Comp Study                    | 107,038 |
| Current | Virgin Islands Water & Power Authority      | USVI  | Class, Comp Study & Org Study         |         |
| Current | West Point                                  | VA    | Comp & Class Study                    | 3,292   |
| Current | Western Prairie Human Services              | MN    | Class & Comp Study                    |         |
| 2021    | Amelia County                               | VA    | Class & Comp Study                    | 13,145  |
| 2021    | Auburn                                      | IN    | Comp & Class Study                    | 13,056  |
| 2021    | Basehor                                     | KS    | Class & Comp Study                    | 5,951   |
| 2021    | Bedford Regional Water Authority            | VA    | Class & Comp Study                    |         |
| 2021    | Bellingham/Whatcom County Housing Authority | WA    | Pay Equity Study                      |         |
| 2021    | Farragut                                    | TN    | Class & Comp Study                    | 22,729  |
| 2021    | Fertile                                     | MN    | Class & Comp Study                    | 833     |
| 2021    | Harrisonville                               | MO    | Comp & Job Analysis                   | 10,043  |
| 2021    | Horizon Public Health                       | MN    | Pay Plan Update                       |         |
| 2021    | Ligonier                                    | IN    | Comp & Class Study                    | 4,654   |
| 2021    | Nisswa                                      | MN    | Comp Study                            | 1,817   |
| 2021    | Potomac and Rappahannock Trans Commission   | VA    | Class & Comp Study                    |         |
| 2021    | Richmond                                    | IN    | Comp Study                            | 35,353  |
| 2021    | Salem                                       | VA    | Electric Power Division Pay Structure | 25,317  |
| 2021    | Stevens Point                               | WI    | Comp Study                            | 26,229  |
| 2020    | Blackstone                                  | VA    | Class & Comp Study                    | 3,391   |
| 2020    | Crystal                                     | MN    | Comp Study                            | 22,463  |
| 2020    | Elko New Market                             | MN    | Pay Plan Update                       | 4,760   |
| 2020    | Fosston                                     | MN    | Class & Comp Study                    | 1,481   |
| 2020    | Independent School District No. 0625        | MN    | Principal Wage Study                  |         |
| 2020    | Jordan                                      | MN    | Class & Comp Study                    | 6,225   |
| 2020    | Leland                                      | NC    | Class & Comp Update                   | 20,294  |
| 2020    | Middleton                                   | WI    | Class & Comp Study                    | 19,660  |
| 2020    | Onalaska                                    | WI    | Class & Comp Study                    | 18,712  |

## 2. Experience of Baker Tilly and proposed project team

### List of Relevant Projects: 2016 – Present

| Year | Client                                      | State | Project                          | Pop.      |
|------|---------------------------------------------|-------|----------------------------------|-----------|
| 2020 | Otsego                                      | MN    | Comp Study                       | 17,357    |
| 2020 | Rappahannock County                         | VA    | Comp & Class Study               | 7,321     |
| 2020 | Sauk Rapids                                 | MN    | Class & Comp Study               | 13,703    |
| 2020 | Traverse County                             | MN    | Class & Comp Study               | 3,308     |
| 2020 | Vienna                                      | VA    | Class & Comp Study               | 16,489    |
| 2020 | Waite Park                                  | MN    | Comp Study                       | 7,718     |
| 2020 | Windsor                                     | VA    | Class & Comp Study               | 2,626     |
| 2019 | Adams County                                | WI    | Class & Comp Study               | 19,973    |
| 2019 | AppalCART                                   | NC    | Class & Comp Study               |           |
| 2019 | Bellingham                                  | WA    | Comp Market Study                | 89,045    |
| 2019 | Brooklyn Center                             | MN    | Comp Study                       | 30,712    |
| 2019 | Capital Region Water                        | PA    | Class & Comp Study               |           |
| 2019 | Circle Pines                                | MN    | Comp & Class Study               | 4,978     |
| 2019 | Council Bluffs                              | IA    | Class & Comp Study               | 62,316    |
| 2019 | Dallas Housing Authority                    | TX    | Comp Study                       |           |
| 2019 | Fillmore Soil & Water Conservation District | MN    | Class & Comp Study               |           |
| 2019 | Gastonia                                    | NC    | Class & Comp Study               | 75,536    |
| 2019 | Gatesville                                  | TX    | Class & Comp Study               | 12,387    |
| 2019 | Independent School District No. 2769        | MN    | Job Desc/Pay Equity Review       |           |
| 2019 | Intermediate District 0287                  | MN    | Pay and Class                    |           |
| 2019 | Iowa League of Cities, Des Moines           | IA    | Comp Study                       | 3,146,000 |
| 2019 | King County Housing Authority               | WA    | HR Management Consulting         |           |
| 2019 | Local Government Information Systems        | MN    | Comp & Benefit Study             |           |
| 2019 | McFarland                                   | WI    | Market Survey                    | 8,108     |
| 2019 | Montgomery                                  | MN    | Class & Comp Study               | 2,907     |
| 2019 | Morehead City                               | NC    | Class & Comp Study - Maintenance | 9,203     |
| 2019 | North Central Regional Library              | WA    | Comp & Benefits Study            |           |
| 2019 | Payson                                      | AZ    | Class & Comp Study               | 15,476    |
| 2019 | Pittsylvania County                         | VA    | Comp Study                       | 62,426    |
| 2019 | Pottawattamie County                        | IA    | Class & Comp Study               | 93,386    |
| 2019 | River Falls                                 | WI    | Class & Comp Study               | 15,510    |
| 2019 | Rocky Mount                                 | VA    | Comp Study                       | 4,798     |
| 2019 | Saginaw County                              | MI    | Class & Comp Phase II            | 195,012   |
| 2019 | Saginaw County                              | MI    | Class & Comp Phase III           | 195,012   |
| 2019 | Salem                                       | VA    | Class & Comp                     | 25,483    |
| 2019 | Sartell                                     | MN    | Class & Comp Study               | 13,917    |
| 2019 | Scandia                                     | MN    | Class & Comp Study               | 4,120     |
| 2019 | Shaker Heights                              | OH    | Class & Comp Study               | 27,387    |
| 2019 | St. Charles City-County Library District    | MO    | Market Study                     |           |
| 2019 | Stutsman County                             | ND    | Comp Study                       | 20,704    |

## 2. Experience of Baker Tilly and proposed project team

### List of Relevant Projects: 2016 – Present

| Year | Client                                    | State | Project                            | Pop.      |
|------|-------------------------------------------|-------|------------------------------------|-----------|
| 2019 | Tyler                                     | TX    | Class & Comp Study                 | 104,991   |
| 2019 | Wheaton                                   | IL    | Market Survey                      | 53,373    |
| 2019 | Wright County                             | MN    | Class & Comp Study                 | 131,311   |
| 2019 | Zimmerman                                 | MN    | Comp Study                         | 5,499     |
| 2018 | Battle Creek                              | MI    | Comp Study                         | 51,833    |
| 2018 | Bemidji                                   | MN    | Comp Study                         | 14,435    |
| 2018 | Blue Springs                              | MO    | Pay Plan Design                    | 53,294    |
| 2018 | Bonner Springs                            | KS    | Comp and Class Study               | 7,665     |
| 2018 | Broad River Water Authority               | NC    | Class and Comp Study               |           |
| 2018 | Burnsville                                | MN    | Class and Comp Study               | 61,290    |
| 2018 | Carver                                    | MN    | Comp Study                         | 4,628     |
| 2018 | Cleveland County                          | NC    | SAFE Database                      | 97,047    |
| 2018 | Cloquet                                   | MN    | Comp Plan Update                   | 12,050    |
| 2018 | Craven County Schools                     | NC    | Comp Study                         |           |
| 2018 | Craven County Schools                     | NC    | PAQ, Data, Job Descr Database Svcs |           |
| 2018 | Dallas Area Rapid Transit Authority       | TX    | Comp Study                         |           |
| 2018 | Dayton                                    | VA    | Class and Comp Study               | 1,609     |
| 2018 | DeSoto                                    | TX    | Class and Comp Study               | 52,599    |
| 2018 | Dinwiddie County Schools                  | VA    | Review of Compensation Study       |           |
| 2018 | Elko New Market                           | MN    | Pay Equity Report                  | 4,513     |
| 2018 | Eudora                                    | KS    | Class and Comp Study               | 6,211     |
| 2018 | Grain Valley                              | MO    | Class, Comp & Benes Study          | 13,125    |
| 2018 | Harris County Housing Authority           | TX    | Salary/Wage Comparability Study    |           |
| 2018 | Housing Authority of Durham               | NC    | Salary Comparability Study         | 263,016   |
| 2018 | Ingleside                                 | TX    | Class & Comp Study                 | 10,488    |
| 2018 | Intermediate School District No. 917      | MN    | Job Description Updates/Training   |           |
| 2018 | Johnson County                            | IA    | Comp and Class Study               | 144,251   |
| 2018 | Lakeville                                 | MN    | Class & Comp Study                 | 58,562    |
| 2018 | Laurinburg                                | NC    | Class & Comp Study                 | 15,774    |
| 2018 | Leavenworth                               | KS    | Comp Study                         | 35,891    |
| 2018 | Mansfield                                 | CT    | Class & Comp Study                 | 25,959    |
| 2018 | Minnehaha Creek Watershed District        | MN    | Class and Comp Study               |           |
| 2018 | Minnehaha Creek Watershed District        | MN    | Pay Equity Report                  | 1,124,000 |
| 2018 | Minnetonka                                | MN    | Class & Comp Study                 | 51,638    |
| 2018 | Northwest Regional Library                | NC    | Class & Comp Study                 |           |
| 2018 | Person County                             | NC    | Phase III C&C Implementation Svcs  | 39,276    |
| 2018 | Rappahannock Regional Jail                | VA    | Comp Study                         |           |
| 2018 | Scott County Community Development Agency | MN    | Pay Equity Report                  | 137,232   |
| 2018 | Thibodaux                                 | LA    | Market Study                       | 14,566    |
| 2018 | Verona                                    | WI    | Market Survey                      | 10,632    |

## 2. Experience of Baker Tilly and proposed project team

### List of Relevant Projects: 2016 – Present

| Year | Client                                       | State | Project                     | Pop.       |
|------|----------------------------------------------|-------|-----------------------------|------------|
| 2018 | Wabasha Soil and Water Conservation District | MN    | Class Study                 |            |
| 2018 | Willmar                                      | MN    | Comp Study                  | 19,680     |
| 2018 | Winston Salem                                | NC    | Class & Comp Study-Phase II | 236,441    |
| 2018 | Wright Soil & Water Conservation District    | MN    | Class and Comp Study        |            |
| 2017 | Aitkin                                       | MN    | Class & Comp Study          | 2,087      |
| 2017 | Appalachian Regional Library                 | NC    | Class & Comp                |            |
| 2017 | Association County Commissioners of Georgia  | GA    | Class & Comp                | 10,100,000 |
| 2017 | Bath County Public Schools                   | VA    | Pay & Class                 |            |
| 2017 | Baudette                                     | MN    | Market Survey               | 1,073      |
| 2017 | Baxter                                       | MN    | Comp Study                  | 7,781      |
| 2017 | Cabarrus County                              | NC    | Class & Comp Study          | 187,226    |
| 2017 | Cabarrus Health Alliance                     | NC    | Comp Benefit Study          |            |
| 2017 | Caroline County                              | VA    | Pay & Class Study           | 29,298     |
| 2017 | Chapel Hill                                  | NC    | Comp Study & FLSA Rev       | 59,635     |
| 2017 | Chincoteague                                 | VA    | Comp Study                  | 2,929      |
| 2017 | Cleveland County                             | NC    | Comp & Benes Study          | 97,047     |
| 2017 | Craven County                                | NC    | Comp Study                  | 103,451    |
| 2017 | Dunn County                                  | WI    | Market Survey               | 44,122     |
| 2017 | Florida Municipal Power Agency               | FL    | Comp Study                  |            |
| 2017 | Fort Wayne City Utilities                    | IN    | Class and Comp              |            |
| 2017 | Harnett County                               | NC    | Comp Study                  | 124,987    |
| 2017 | Harrisburg                                   | PA    | Class & Comp Study          | 49,188     |
| 2017 | Hopewell                                     | VA    | Class & Comp Consult        | 22,163     |
| 2017 | Independent School District No. 0013         | MN    | Job Desc/Pointing Agree     | 19,674     |
| 2017 | Le Sueur County                              | MN    | Market Survey               | 27,810     |
| 2017 | Lee's Summit                                 | MO    | Comp & Benefit Study        | 93,184     |
| 2017 | Lufkin                                       | TX    | Comp Study                  | 36,085     |
| 2017 | Meeker McLeod Sibley Comm Health Services    | MN    | Class & Comp Study          |            |
| 2017 | Mendota Heights                              | MN    | Class & Comp Study          | 11,222     |
| 2017 | Middlesex County                             | VA    | Comp & Class Study          | 10,762     |
| 2017 | New Brighton                                 | MN    | Market Survey               | 21,867     |
| 2017 | New Hope                                     | MN    | Market Survey               | 20,877     |
| 2017 | North Mankato                                | MN    | Anal of Comp Syst Structure | 13,439     |
| 2017 | Osseo                                        | MN    | Class & Comp Study          | 2,476      |
| 2017 | Person County                                | NC    | Phase II Implementation     | 39,276     |
| 2017 | Pine Island                                  | MN    | Class & Comp Study          | 3,318      |
| 2017 | Piqua                                        | OH    | Comp Study                  | 20,906     |
| 2017 | Pleasant Hill                                | IA    | Class & Comp Study          | 9,082      |
| 2017 | Polk County                                  | MN    | Market Survey               | 31,569     |
| 2017 | Pulaski                                      | VA    | Class & Comp Plan           | 8,948      |

## 2. Experience of Baker Tilly and proposed project team

### List of Relevant Projects: 2016 – Present

| Year | Client                                      | State | Project            | Pop.      |
|------|---------------------------------------------|-------|--------------------|-----------|
| 2017 | RC Hospital and Clinics                     | MN    | Class & Comp Study |           |
| 2017 | Richland                                    | WA    | Class & Comp Study | 53,019    |
| 2017 | Roanoke County                              | VA    | Benefits Survey    | 93,524    |
| 2017 | Robbinsdale                                 | MN    | Comp Study         | 14,302    |
| 2017 | Saginaw County                              | MI    | Class & Comp       | 195,012   |
| 2017 | Salem                                       | VA    | Class & Comp       | 25,483    |
| 2017 | Sammamish                                   | WA    | Class & Comp Study | 50,169    |
| 2017 | Santa Fe                                    | NM    | Class & Comp Study | 83,875    |
| 2017 | Shelby                                      | NC    | Class & Comp Study | 20,325    |
| 2017 | Stacy                                       | MN    | Comp Plan          | 1,426     |
| 2017 | Story County                                | IA    | Class & Comp Study | 92,406    |
| 2017 | Topeka and Shawnee County Public Library    | KS    | Comp Study         |           |
| 2017 | Upper Trinity Regional Water District       | TX    | Comp & Class Study |           |
| 2017 | Vienna                                      | VA    | Class & Comp Study | 16,370    |
| 2017 | Watauga County                              | NC    | Class & Comp Study | 52,372    |
| 2017 | West Point Public Schools                   | VA    | Class & Comp Study |           |
| 2017 | Wyoming                                     | MN    | Market Survey      | 7,750     |
| 2017 | Yellow Medicine County                      | MN    | Market Survey      | 9,875     |
| 2016 | Altavista                                   | VA    | Class & Comp Study | 3,490     |
| 2016 | Ankeny                                      | IA    | Class & Comp Study | 51,567    |
| 2016 | Belle Plaine                                | MN    | Comp Plan          | 6,838     |
| 2016 | Bertie County                               | NC    | Comp Study         | 20,344    |
| 2016 | Blacksburg                                  | VA    | Comp Study         | 43,609    |
| 2016 | Branson                                     | MO    | Class & Comp Study | 11,064    |
| 2016 | Cabarrus County                             | NC    | Comp Study         | 187,226   |
| 2016 | Cannon Falls                                | MN    | Class & Comp Study | 4,078     |
| 2016 | Chapel Hill                                 | NC    | Class & Comp Study | 59,635    |
| 2016 | Cleveland County Water                      | NC    | Pay & Class Study  | 97,047    |
| 2016 | Cologne                                     | MN    | Comp Study         | 1,564     |
| 2016 | Crosslake                                   | MN    | Class & Comp Study | 2,193     |
| 2016 | Dallas Area Rapid Transit Authority         | TX    | Comp Services      | 1,318,000 |
| 2016 | Daniel Boone Regional Library               | MO    | Class & Comp Study |           |
| 2016 | Dare County                                 | NC    | Class & Comp Study | 35,019    |
| 2016 | Eagan                                       | MN    | Class & Comp Study | 65,453    |
| 2016 | Eastern Shore of Virginia 911 Commission    | VA    | Comp Update        |           |
| 2016 | El Paso                                     | TX    | Class & Comp Study | 674,433   |
| 2016 | Gastonia                                    | NC    | Class & Comp Study | 73,209    |
| 2016 | Grant County                                | MN    | Class & Comp Study | 5,989     |
| 2016 | Greenville Housing Authority                | NC    | Class & Comp Study | 89,130    |
| 2016 | Hibbing Housing and Redevelopment Authority | MN    | Class & Comp Study | 16,301    |

## 2. Experience of Baker Tilly and proposed project team

### List of Relevant Projects: 2016 – Present

| Year | Client                                        | State | Project                             | Pop.      |
|------|-----------------------------------------------|-------|-------------------------------------|-----------|
| 2016 | Hoboken Housing Authority                     | NJ    | Comp Study                          | 52,575    |
| 2016 | Independent School District No. 0206          | MN    | SAFE System                         | 11,580    |
| 2016 | Kenosha Joint Services                        | WI    | Wage & Comp Study                   | 99,889    |
| 2016 | Lake Zurich                                   | IL    | Class & Comp Study                  | 19,984    |
| 2016 | Lawrence Public Library                       | KS    | SAFE Database                       |           |
| 2016 | League of Wisconsin Municipalities            | WI    | Market Survey                       | 5,779,000 |
| 2016 | Louisa County Public Schools                  | VA    | Comp Study                          | 33,945    |
| 2016 | Manassas                                      | VA    | Class & Comp Consult                | 41,705    |
| 2016 | Moorhead Public Housing Agency                | MN    | Salary Study                        | 39,398    |
| 2016 | Newport News Redevelopment & Housing Auth     | VA    | Comp Study                          | 182,385   |
| 2016 | Nisswa                                        | MN    | Class & Comp Study                  | 2,004     |
| 2016 | Port of Corpus Christi Authority              | TX    | Comp & Ben Structure                | 316,381   |
| 2016 | Rappahannock Juvenile Facility                | VA    | Class & Comp Study                  |           |
| 2016 | Richmond Behavioral Health Authority          | VA    | Comp Update                         |           |
| 2016 | Richmond Heights                              | MO    | Comp & Class Study                  | 8,508     |
| 2016 | Roanoke Valley Juvenile Detention Center      | VA    | Salary Study                        |           |
| 2016 | Selma                                         | NC    | Class & Comp Update                 | 6,237     |
| 2016 | Shenandoah County                             | VA    | Salary Survey                       | 42,684    |
| 2016 | Spring Hill                                   | TN    | Class & Comp Study                  | 32,576    |
| 2016 | St. Charles City-County Library District      | MO    | Comp & Benes Analysis               |           |
| 2016 | St. Cloud Housing and Redevelopment Authority | MN    | Comp Study                          | 66,297    |
| 2016 | Stevens Point                                 | WI    | Comp Study                          | 26,670    |
| 2016 | Stevens Point Area Public School District     | WI    | Comp Study                          | 26,670    |
| 2016 | Sumter County                                 | FL    | Comp Study                          | 105,056   |
| 2016 | Washington Co Community Development Agency    | MN    | Class & Comp Update                 | 251,597   |
| 2016 | Willmar                                       | MN    | Comp Study                          | 19,680    |
| 2016 | Wilmington                                    | NC    | Comp Practices and Market Pay Study | 112,067   |
| 2016 | Winston Salem                                 | NC    | Class & Comp Study                  | 236,441   |

## 2. Experience of Baker Tilly and proposed project team

### D. References

*The following references are for projects that Ann Antonsen, proposed project director for the City of De Pere engagement, recently completed.*

The following references will attest to Baker Tilly's ability to leverage our proven classification and compensation methodologies, tailor them to fit specific needs and concerns, and provide actionable implementation plans that consider the current and future situation of our clients.

| City of Middleton, WI     |                                                                                                                                                        |       |                                                                              |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------------------------------------------------------------------|
| Name                      | Mike Davis                                                                                                                                             | Title | City Administrator                                                           |
| Address                   | 7426 Hubbard Avenue, Middleton, WI 53562                                                                                                               |       |                                                                              |
| Phone                     | +1 (608) 821 8358                                                                                                                                      | Email | <a href="mailto:mdavis@ci.middleton.wi.us">mdavis@ci.middleton.wi.us</a>     |
| Services                  | Comprehensive classification and compensation study; on-going support and compensation plan update                                                     |       |                                                                              |
| City of Onalaska, WI      |                                                                                                                                                        |       |                                                                              |
| Name                      | Eric Rindfleisch                                                                                                                                       | Title | City Administrator                                                           |
| Address                   | 415 Main Street, Onalaska, WI 54650                                                                                                                    |       |                                                                              |
| Phone                     | +1 (608) 392 0212                                                                                                                                      | Email | <a href="mailto:erindfleisch@onalaskawi.gov">erindfleisch@onalaskawi.gov</a> |
| Services                  | Comprehensive classification and compensation study (current); City Administrator was with the Village of McFarland during the study conducted in 2014 |       |                                                                              |
| City of Stevens Point, WI |                                                                                                                                                        |       |                                                                              |
| Name                      | Lisa Jakusz                                                                                                                                            | Title | Human Resource Manager                                                       |
| Address                   | 1515 Strongs Avenue, Stevens Point, WI 54481                                                                                                           |       |                                                                              |
| Phone                     | +1 (715) 346 1594                                                                                                                                      | Email | <a href="mailto:ljakusz@stevenspoint.com">ljakusz@stevenspoint.com</a>       |
| Services                  | Comprehensive classification and compensation study; and on-going support (current) and market survey (current)                                        |       |                                                                              |

### 3. Understanding and ability to meet De Pere's needs

#### A. General approach

*Baker Tilly is uniquely positioned to assist the City of De Pere to ensure an equitable, competitive classification/compensation system is in place that supports its mission of competent, expeditious, courteous and cost-effective services.*

#### Our understanding of De Pere's needs

The City of De Pere is looking for a consultant to assist in the analysis and recommendations on its compensation plan for non-represented employees and provide ongoing services in the future for position review and maintenance of the plan.

Baker Tilly will conduct a comprehensive compensation study and analysis for the City's approximately 55 non-represented positions (approximately 90 full-time and part-time employees). The City conducted a full compensation study in 2012/2013, with a market analysis update completed in 2018. Baker Tilly will assist the City in the review and analysis of the current compensation system, evaluating internal equity and recommendations for improvements to the existing system or development of a new system which meets the goals established by the City of De Pere. The proposed system will be understandable and explainable to administration, elected officials, employees and citizens and can be maintained by the City. The system will allow the City of De Pere to recruit and retain quality, qualified employees and will be competitive with comparable organizations. The system Baker Tilly will develop will:

- Establish fair and equitable compensation relationships between positions within the City
- Reflect relevant market conditions outside the organization
- Apply to all City positions professionally, consistently and objectively
- Include employee input and participation as an integral part of the study process
- Provide a strategic plan for implementation and ongoing maintenance in accordance with best practices

#### Proposed solution to meet De Pere's needs

Baker Tilly would value the opportunity to assist the City with its compensation study. Our experience working with other comparable government entities in Wisconsin and the Midwest gives us a thorough understanding of the scope of the study that the City is seeking.

### 3. Understanding and ability to meet De Pere's needs

#### The services to be provided by Baker Tilly include:

- Meetings conducted with administration, department heads and other relevant staff to gain an understanding of the needs and expectations of the City and to collect information on the City and department structure, operations and staffing
- Conduct employee orientation meetings; employees and supervisors complete Position Analysis Questionnaires (PAQs)
- Analyze and develop/update job descriptions
- Evaluate positions to determine internal comparability of City positions
- Review FLSA status of City positions
- Develop and conduct a comprehensive salary and benefits survey of comparable organizations selected in conjunction with the City. Survey information is requested directly from the selected participants. Baker Tilly does not rely on published survey information for public sector participants; this information is used to supplement information collected directly from the selected survey participants. We use a variety of resources to collect relevant private sector information. Summaries of City positions are included in the survey instrument to ensure comparability of positions.
- Provide recommendations for revisions to the City's current compensation plan, including options for implementation based on the City's financial resources that will enable the City to recruit and retain qualified employees, is competitive in the established market, eliminates compression and ensures fair and equitable internal compensation of City positions
- Provide a manual and training of key City employees on maintaining the compensation plan, how to place new positions within the classification, evaluation and compensation system and how to ensure the system remains internally equitable and competitive with the City's established market
- Presentation of study findings and final report to the City

The manner in which we approach a project takes into consideration two key variables: *process credibility* and *outcome credibility*. Process credibility is the realization to all involved, in particular City staff, that the methodology used is credible, reasonable and fair to all concerned. In addition, the information and communication must be transparent, honest and timely. Outcome credibility is the realization that the information and data used to develop the findings and conclusions is comprehensive, complete and applied consistently and appropriately without bias or preference to any particular person, persons or individual agenda. If these two objectives are realized, the recommendations, outcomes and future implementation are based on a strong foundation. This distinction is unique in our business and is a contributing factor to the benefits and strengths of the Baker Tilly team.

In summary, extensive expertise, human capital consulting experience and a collaborative approach positions Baker Tilly as the most logical choice to serve the City of De Pere's needs.

We are confident that you will find our assertions substantiated by the information presented in this proposal and the comments provided by our references. We look forward to a successful and lasting relationship.

As described in this proposal and outlined below, Baker Tilly is an ideal candidate for meeting your needs. Choose Baker Tilly and you will be joining forces with a strategic ally with vast experience in collaboration with clients. We offer the requisite depth of experience, knowledge and skills to effectively meet the City's needs. De Pere will receive a solution tailored to your needs and objectives from our collaborative process.

### 3. Understanding and ability to meet De Pere's needs

#### Remote solutions

For Baker Tilly, the safety of our people is paramount. We are committed to playing our part in containing COVID-19 by practicing responsible social distancing. Our firm is allowing most professionals to work remotely. Because De Pere expects and deserves tailored, personalized service, we recognize that this policy may cause concern. **Please understand that we are prepared to deliver an exceptional client experience remotely if necessary.**

The City's engagement team has various tools enabling them to assist you from any location. Baker Tilly professionals each receive their own laptop and remote access credentials to connect to our internal network from outside the office. When Baker Tilly and the City are not able to meet in person, we have Microsoft Teams to quickly set up online meetings.

Additionally, we use Huddle, a secure cloud collaboration software, to work together anywhere, anytime and on any device. Huddle provides a platform for the City and Baker Tilly to come together, share files, assign tasks and track activity in a secure environment. Using Huddle as a central hub of activity means we all spend less time organizing documents, chasing approvals and searching through email – and more time achieving tangible results. The platform also enables real-time communication, meaning the status of your engagement will always be available.



#### B. Work plan

The proposed project approach and study methodology are outlined below. The scope of services, tasks and staffing necessary to successfully complete this project are discussed in subsequent sections of this proposal. The project approach was developed to include employee and management involvement and communication as requested by the City of De Pere. Baker Tilly is willing to adjust any aspect of this study to respond to the City's needs.

#### Project initiation

The Baker Tilly Project Director will meet with the designated City staff and appropriate officials to establish working relationships and to finalize a comprehensive work plan and timetable. At these meetings we will request that the designated project manager provide us with the background materials necessary to conduct this study, including current job descriptions, classification and compensation documents, the City's personnel policies, fringe benefit information and other relevant data. This information will be evaluated to determine the status of existing human resource management programs and to identify apparent issues and opportunities. The purpose of the meeting(s) is to:

- Introduce the Project Director and the consulting team
- Discuss the background and experience of Baker Tilly and the consulting team
- Discuss, in detail, the methodology to be used in conducting the study, the role of the consulting team, management and the employees, and the amount and type of employee participation
- Ascertain the major issues the City wants the study to address
- Review the project schedule and determine significant milestones
- Determine the frequency and content of status reports
- Discuss methods of communicating the status of the study to employees

### 3. Understanding and ability to meet De Pere's needs

Baker Tilly will also meet with department heads as a group and request department heads to complete a questionnaire to become familiar with department structure and service levels, hiring and retention issues, any concerns with the current compensation plan and any other issues that may need to be addressed during the study.

#### Data collection

Success in a classification and compensation review requires meaningful employee involvement and transparency, employees play a major role in providing the data needed for this study. Therefore, it is imperative that employees receive information about your study and why it is being conducted, be given opportunities for employee involvement throughout the process, learn the expected outcomes, as well as have the opportunity to ask questions and express concerns.

Baker Tilly will conduct employee informational meetings to introduce your study, explain study procedures and answer any questions employees may have about the process. These meetings will be scheduled and conducted to ensure that all employees have an opportunity to attend and so as not to disrupt City operations.

Baker Tilly will introduce the Position Analysis Questionnaire (PAQ) at this time. The questionnaire provides an opportunity for each employee to provide input on essential job functions, education, training, certifications, licenses and experience requirements of their position and provide input on the various job factors which apply to their position. Employees will also identify the specific physical requirements and working conditions of their position to assist Baker Tilly with the review for compliance with the Americans with Disabilities Act (ADA). Baker Tilly will spend time at the meeting reviewing the PAQ and responding to employee questions. The information gathered from the PAQs will provide information to analyze/update/develop the City's current job descriptions, during the job evaluation process, and to assist in the collection and analysis of wage data from comparable organizations.

Baker Tilly has developed an innovative and proprietary *online* PAQ. Any employee who is comfortable using a smartphone, tablet or computer will find the online instrument very user-friendly and efficient. We find most organizations have at least 90% of their workforce positioned to utilize the online PAQ, and its use adds great value and efficiency to our studies. For a small subsection of employees, we can accommodate handwritten hardcopies when necessary.

During the informational meeting(s), we will also explain the supervisors' roles in completing and signing off on the PAQs. The questionnaire is designed to allow supervisors to comment on employee responses without altering employee responses. This allows the consultant to review complete, unedited responses from employees and supervisors. In instances where the employee and supervisor view the position requirements differently, Baker Tilly will conduct job audits (as necessary) to obtain more information. Audits will be scheduled to minimize disruption to City operations. If necessary, meetings can be scheduled at the beginning or end of a shift to facilitate employee attendance.

Based on the information collected through your PAQs and any job audits, a consistent program of job classification will be developed. This will include well-defined class descriptions for each position. It will also include the assignment of each employee to the appropriate class with respect to duties and responsibilities, skills and abilities and minimum education and experience requirements.

### 3. Understanding and ability to meet De Pere's needs

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The new class descriptions will include a position title, general definition of work, essential functions, examples of typical tasks, necessary minimum knowledge, skills and abilities, education and experience requirements and special qualifications, if any. Special attention will be given to ensuring that bona fide occupational qualifications, licensing, certification and special training, if dictated by standards of practice and/or job requirements, are included as minimum qualifications of classes.

Your consulting team will consolidate specific job titles and descriptions, where appropriate, in order to significantly reduce the number of job titles and job descriptions. Consolidating job titles and descriptions will facilitate efficient administration of your classification plan.

#### Review of classifications and class descriptions

The Baker Tilly project team will prepare a preliminary list of employee classifications, develop draft class descriptions and submit them, in Microsoft Word format, to the City's human resources department to disseminate to employees and department leaders for review, changes and comments. Our pricing level assumes that City administrative staff will make edits and adjustments to the job descriptions based upon employee and department leader feedback before submitting the second draft version of class descriptions for our review. The consulting team will review the comments and consider adjustments based upon the comments received. After all suggested changes have been evaluated, final classification decisions will be made, and the class descriptions finalized. A list will be prepared concerning the appropriate FLSA status of each job class.

A sample PAQ is provided in [Appendix I](#).

#### Market survey

In order to determine appropriate salary levels of positions in the workforce and address the issue of comparable compensation, Baker Tilly will conduct an extensive salary and benefits survey to compare City positions with analogous positions in other comparable agencies in the area labor market. By gathering and analyzing information on wages, wage equivalents and benefits, a comparison of total compensation can be reviewed in comparison to the City's established market area. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth and other relevant factors. The study team will consult with the City management and designated staff in identifying the appropriate sources of survey data, which will include public and private sector organizations. Baker Tilly will develop the salary survey in conjunction with the City.

It is recommended that potential survey data pertain to organizations comparable to the City, relate to those organizations with which the City is competing for employees and represent the appropriate labor market.

There are different labor markets for positions. Some positions are recruited from the local area, while others are recruited regionally and/or nationally. The consulting team will work closely with City staff in determining the appropriate labor market for positions.

### 3. Understanding and ability to meet De Pere's needs

#### Job evaluation and development of pay plan

While salary survey data will assist the City in establishing its position in the competitive market, job evaluation is the mechanism that ensures that internal relationships are equitable. Baker Tilly has developed and copyrighted a job evaluation system known as *Systematic Analysis and Factor Evaluation* (SAFE®) system. The SAFE® system is a unique job evaluation method designed to measure job factors which apply specifically to local government. This system has been successfully used for many years throughout the country and has been reviewed by the United States District Court in conjunction with an Equal Employment Opportunity (EEO) suit and found acceptable to the Court.

The system rates and ranks jobs based on various skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating positions to the compensation plan. The system facilitates proper and equitable comparisons between and among positions and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

The elements considered in determining the relative value of classifications are:

- Training and ability
- Level of work
- Physical demands
- Independence of actions
- Supervision exercised
- Experience required
- Human relations skills
- Working conditions/hazards
- Impact on end results

This system can be maintained by the City. Baker Tilly provides training to individuals assigned by the City to this task on utilizing the SAFE® system to evaluate newly created positions and re-evaluate revised positions.

Based on the wage and benefits data analysis and the job evaluation system, Baker Tilly will develop a recommended compensation plan. The plan will be developed in accordance with information obtained from the City regarding its pay philosophy as well as goals and objectives established for its compensation program, including the option for a performance based component. In the development of the proposed compensation plan, Baker Tilly will attempt to equal the market rate for all positions and identify any deviations from the market rate in writing in the Final Report prepared for the City. Baker Tilly will review options with the City to address compensation plan structure, the spread for pay ranges, the relationship between ranges and adjustments needed to ensure that the City remains competitive with the labor market.

#### Review of the City of De Pere's compensation philosophy

A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long-term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and retain skilled

### 3. Understanding and ability to meet De Pere's needs

employees (in other words, eliminate higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we emphasize references to performance in the pay philosophy discussion. As part of your study, it is recommended that the City consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Defining your market area
- Developing a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the City will pay individuals within a position
- Establishing rates of pay that allows the City to compete successfully for new employees within your market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds your expectations and reflects changing economic conditions
- Developing a compensation system that allows employees to progress through the pay range as long as their performance consistently meets your expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, supervisors, managers, City officials and the public

#### Employee communications

Baker Tilly will develop a communication strategy to inform employees of job evaluation and pay grade assignments. Employee communication will be developed, explaining the study methodology, employee input opportunities, study recommendations and the process used for reviewing requests for reconsideration by employees who do not agree with the assigned classification. The consultant will participate in the review of employee requests for reconsideration.

#### Implementation strategy

At the conclusion of your study, Baker Tilly will work with the staff in developing a plan for implementing the study recommendations. The plan will coincide with the needs of the City and the employees while maintaining the City's financial integrity. An estimate of the cost of implementation will be provided.

#### Staff training

At the conclusion of the study, Baker Tilly will train members of the staff in the methodology used to develop, maintain and update all aspects of your classification and compensation plan and how to determine the validity of requests for reclassification. The training program will include the rating, ranking and salary grade assignments of positions. Instruction manuals pertaining to the job evaluation system will be prepared and presented. The Baker Tilly team will remain available to the staff for additional consultation after your study has been completed.

### 3. Understanding and ability to meet De Pere's needs

#### Final report

The final report will contain the following:

- Detailed study methodology
- Discussion of your consulting team's findings, conclusions and recommendations regarding employee classification, salary structure, compensation philosophy, fringe benefits, compensation plan, estimated cost and implementation plan
- List of positions and the assignment of each to the compensation plan
- FLSA Status recommendations for all positions
- Salary and benefits survey results
- Job evaluation factor analysis for each position

#### Project timeline

*Baker Tilly takes pride in meeting its time commitments.*

The schedule to commence this project coincides with Baker Tilly's completion of other projects. This will ensure that the proposed team members will be available to concentrate on your compensation study. Baker Tilly is prepared to initiate the study within 10 days after receiving the official notice to proceed and will complete the study within 120 days. A detailed project schedule is provided below.

| City of De Pere, Wisconsin<br>Compensation Study                                                                              |                          |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Activity                                                                                                                      | Target date              |
| – Authorization to proceed                                                                                                    | January 14, 2022         |
| – City completes initial data request                                                                                         | January 21, 2022         |
| – Initial planning meeting, executive briefing, and employee communications                                                   | Week of January 31, 2022 |
| – Electronic PAQ distributed                                                                                                  | Week of January 31, 2022 |
| – PAQ due to next-level supervisor for review                                                                                 | February 11, 2022        |
| – PAQ due to Baker Tilly                                                                                                      | February 23, 2022        |
| – Baker Tilly submits salary, benefits and pay practices survey for City approval                                             | March 16, 2022           |
| – Baker Tilly distributes salary, benefits and pay practices survey to benchmark organizations                                | March 23, 2022           |
| – Market survey due date                                                                                                      | April 13, 2022           |
| – Baker Tilly prepares draft salary structures and compiled salary survey results                                             | April 29, 2022           |
| – Baker Tilly prepares modified salary structures (as necessary, based on City feedback) and approximate implementation costs | May 13, 2022             |
| – Baker Tilly submits final report and works with City to schedule final report presentation                                  | May 27, 2022             |
| – Baker Tilly provides draft job descriptions to City                                                                         | June 10, 2022            |

***There are factors that impact upon meeting the schedule that are beyond the consulting team's control. The proposed time frame is contingent upon a timely decision, the receipt of requested data, and the timely receipt of feedback and comments on the submitted preliminary data.***

### 3. Understanding and ability to meet De Pere's needs

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#### C. Annual or ongoing maintenance

Baker Tilly can provide ongoing assistance to the City after completion of your compensation study. Post-contract maintenance services include assisting the City with assignment of positions to the classification plan, determining the FLSA status of a new or revised position and conducting job evaluations for reclassification requests and new positions created by the City and conducting market surveys and analysis.

## 4. Project fees

*The proposed project fees to conduct the City of De Pere's compensation study is provided below.*

### Professional fee

Baker Tilly will perform all the tasks delineated as described in this proposal for a professional fee of **\$35,750**. This fee is based 55 position classifications, two employee orientation sessions, as well as required meetings with administration, three implementation options and associated work outlined in this proposal. This proposal includes a maximum of two on-site visits by the project manager subject to the City and/or Baker Tilly precautionary travel and personal contact measures in place due to COVID-19, for the safety of all employees. Baker Tilly maintains systems to facilitate virtual meetings for all study phases.

| Task                                                                                                                                                                                                                                                                                                                                   | Cost                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1. To review all non-represented positions to quantitatively evaluate and determine market competitiveness and to recommend updates to the grade order as determined by the market analysis. This pay plan includes approximately 55 positions comprised of executive, professional, administrative, technical and clerical positions. | \$19,900                   |
| 2. To review and make recommendations to the current pay for performance management compensation system for non-represented employees.                                                                                                                                                                                                 | \$8,450                    |
| 3. To update job descriptions for all positions.                                                                                                                                                                                                                                                                                       | \$7,400                    |
| 4. To review positions on a continuing basis as requested by the employer in response to market pressure, turnover, and for retention purposes.                                                                                                                                                                                        | See below for current fees |

Baker Tilly would invoice the City for work completed based on the following schedule:

| Time of Invoice                                               | Percentage Invoiced | Cumulative Percentage |
|---------------------------------------------------------------|---------------------|-----------------------|
| Completion of project initiation (or employee orientation)    | 25%                 | 25%                   |
| Completion of Position Analysis Questionnaires                | 25%                 | 50%                   |
| Distribution of Comprehensive Market Survey                   | 20%                 | 70%                   |
| Completion of draft pay structure(s) or pay structure updates | 20%                 | 90%                   |
| Completion of final report                                    | 10%                 | 100%                  |

## 4. Project fees

### Out-of-pocket expenses

Baker Tilly would invoice the City, at cost, for actual out-of-pocket expenses. Out-of-pocket expenses include, but are not limited to, travel and sustenance, overnight or messenger deliveries, conference calling beyond our internal capabilities, photocopying and mailing costs. Direct out-of-pocket expenses are not expected to exceed **\$1,500** for your project.

### Additional work

Should the City request and authorize additional work, we would invoice the City at an agreed upon fee or our standard hourly fees. Additional Implementation Plans will be billed at a cost of **\$750**/plan. In addition, we would charge at cost for any related out-of-pocket expenses.

| Title                                 | Hourly Rate |
|---------------------------------------|-------------|
| Principal, Partner, Managing Director | \$320       |
| Director, Senior Manager              | \$270       |
| Manager                               | \$225       |
| Senior Staff                          | \$195       |
| Staff                                 | \$165       |
| Support                               | \$80        |

Additional work would include work outside the scope of services as agreed to including, but not limited to:

- Additional position descriptions
- Additional job audits
- Additional on-site meetings
- Additional reports
- Appeals process
- Work related to a special request

### Professional fee and project schedule

Our experience has shown that the greatest risk in a study of this nature is the City's ability to conduct an "apples to apples" comparison of the services recommended by different vendors. For example, various job evaluation/classification approaches, from the "slotting" of positions based on perceived internal equity considerations, to the development and implementation of quantifiable systems of job evaluation (which Baker Tilly has included with our SAFE® process), have been used successfully in local government. De Pere, therefore, will no doubt be faced with the challenge of evaluating the various proposed methodologies, fee structures and timelines received as part of your procurement process.

Baker Tilly's staff understands the impact these differences have on project deliverables and would welcome the opportunity to discuss the advantages and disadvantages of each approach so the City can make an informed decision for its compensation study.

Finally, if Baker Tilly is identified as the most responsive provider, whether due to our detailed proposal, experience in similar organizations or the strength and validity of our SAFE® process, but our professional fee or timeline exceeds those of other submittals, we would be pleased to review the competing scope of services and prepare a best and final offer relative to those modified deliverable expectations.

## 4. Project fees

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### Negotiations

If selected, we will provide the City of De Pere with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

## Appendix I: sample PAQ



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## Instructions for Completing Your Position Analysis Questionnaire

**Please read these instructions before completing your Position Analysis Questionnaire (PAQ).** This form is used to obtain information about your position and will be used to develop a class description. The questionnaire consists of multiple-choice and fill-in-the-blank questions; please be clear, accurate and complete. For multiple-choice questions, please check only the appropriate box on the left-hand side of the document; the right-hand box is for your supervisor or department/division head to complete; **check only one box per question, except for question 20 and the American with Disabilities Act section. Please complete and return the PAQ to your supervisor.**

### Tips for Completing Your PAQ

- Spell out acronyms – acronyms may be exclusive to your department and mean something else nationally or to another part of the organization
- Minimum Requirements – Answer the questions based on the minimum requirements needed to perform the duties of the position - you may have 10 years of experience, but would a new hire need that to do the job?
- Priority/Description of Duties – Question number nine (9) is the most important question, which requests the priority and description of your duties. This question provides you the opportunity to explain your day-to-day duties in your words.
  - Give this question extra thought and provide your response as clearly and completely as possible, so that someone who has never met you or performed your duties may understand what your job entails.
  - Think about your day, week, month and even year on the job; some major duties are performed annually.
  - Begin with your most important duty and continue on down to the least important duty.
  - Try to keep the description to one-line or short phrases; begin each statement with a verb. Avoid paragraphs.
  - As a percentage, indicate the amount of time that it takes for you to complete each of the described tasks. Please keep in mind that the most important duty may not take the highest percentage of time.
  - Percentages should total 100%; it is strongly recommended that these percentages should be no smaller than 5%.

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TO: Supervisors and/or Division/Department Heads

SUBJECT: **Instructions for Completing Position Analysis Questionnaire**

After the employee or group of employees under your day-to-day supervision has completed a PAQ, they should return them to you for your review and verification. You will want to check the appropriate boxes on the right-hand side of every page, either agreeing or disagreeing with the boxes the employee has checked on the left-hand side. There is a section on Page 5 where you can comment on the accuracy and completeness of the employee's response. Please note any comments in this section and **do not make any changes to employee responses.**

**9.c**

**Packet Pg. 65**

11. **Current Title**

Do you think your current position title appropriately reflects the work?

☐ Yes ☐ No

If No, please provide the title that would be more appropriate:

\_\_\_\_\_  
**Supervisor Comments to Current Title**  
 \_\_\_\_\_

12. **Education and Experience**

Please indicate the minimum education and minimum experience level required to complete the normal, day-to-day tasks of this position:

**Employee (check one)****Supervisor (check one)**

- |                                                                     |                          |
|---------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Less than High School Diploma or GED ..... | <input type="checkbox"/> |
| <input type="checkbox"/> High School Diploma or GED .....           | <input type="checkbox"/> |
| <input type="checkbox"/> Associate's Degree.....                    | <input type="checkbox"/> |
| <input type="checkbox"/> Bachelor's Degree .....                    | <input type="checkbox"/> |
| <input type="checkbox"/> Master's Degree .....                      | <input type="checkbox"/> |
| <input type="checkbox"/> PhD.....                                   | <input type="checkbox"/> |
| <input type="checkbox"/> Other .....                                | <input type="checkbox"/> |

Required Degree Major or Coursework: \_\_\_\_\_

Years of Experience

- |                                                                       |                          |
|-----------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> No experience .....                          | <input type="checkbox"/> |
| <input type="checkbox"/> Less than one year (minimal) .....           | <input type="checkbox"/> |
| <input type="checkbox"/> One to three years (moderate) .....          | <input type="checkbox"/> |
| <input type="checkbox"/> Three through five years (considerable)..... | <input type="checkbox"/> |
| <input type="checkbox"/> Six or more years (extensive).....           | <input type="checkbox"/> |

Specific Type of Experience Required: \_\_\_\_\_

13. **Licenses, Certificates and Registrations**

Please indicate if there are any licenses, certificates and/or registrations required to perform your job (e.g. driver's license). Spell out acronyms and abbreviations. (*Supervisor's comments regarding this information may be provided in the Supervisor's Comments section*)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are these required: ☐ Upon Hire ☐ Within 6 months ☐ Within 1 year ☐ Within 2 years

*If requirement is specific to the license, certification, or registration, please indicate timeframe by each one individually.*

14. **Special Training**

Please indicate if there is any special training required to perform your job. (*Supervisor's comments regarding this information may be provided in the Supervisor's Comments section*)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are these required: ☐ Upon Hire ☐ Within 6 months ☐ Within 1 year ☐ Within 2 years

*If requirement is specific to the training, please indicate timeframe by each one individually.*

15. **Work Complexity**

Complexity and difficulty level associated with the tasks necessary to complete your work. Consider the level of judgment, analytical ability and creativity required and whether there are standards, policies and procedures that guide your actions.

- ☐ Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures .....
- ☐ Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions. ....
- ☐ Requires the application of a variety of procedures, policies and/or precedents and moderate analytic ability in adapting standard methods to fit facts and conditions. ....

- ☐ Considerable analytical ability is needed to select, evaluate, and interpret data from several sources; interpretation of guidelines, policies and procedures is required..... ☐
- ☐ Widely varied and involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures, and methods to fit unusual and complex situations. .... ☐

**16. Work Level**

Level of work required to complete your normal, day-to-day duties satisfactorily.

- ☐ Handles every day, reoccurring basic assignments and problems ..... ☐
- ☐ Handles a variety of typical assignments and problems independently..... ☐
- ☐ Senior or supervisory level; handles all assignments and problems except those requiring policy or procedural change ..... ☐
- ☐ Managerial in nature; directs all assignments and deals with all problems ..... ☐

**17. Interpersonal Skills and Communication Skills**

Skills required during your day-to-day duties:

- ☐ Little or no contact required except with immediate associates and direct supervisor. .... ☐
- ☐ Regular contact within the department and periodic contacts with other departments, outside agencies and the general public. .... ☐
- ☐ Regular contact within the department and other departments, outside agencies and general public (supplying or seeking information) on specialized matters. .... ☐
- ☐ Outside and inside contacts to carry out organization programs or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, or work requiring enforcement of laws, ordinances, policies, and procedures. .... ☐
- ☐ Regular contact with persons of importance and influence involving considerable tact, discretion, and persuasion. .... ☐
- ☐ Continuing contact involving difficult negotiations calling for well-developed sense of timing and strategy; representing department or organization in policy settings ..... ☐

Please list people or groups with whom you must interact and/or communicate in the performance of your job.

(e.g.: citizens, customers, clients, elected officials, supervisors, subordinates, consultants, engineers, etc.)

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**18. Working Conditions**

Conditions you are subjected to during your day-to-day duties:

- ☐ Absence of disagreeable conditions..... ☐
- ☐ Involves occasional exposure to some disagreeable elements (*dust, heat, fumes, cold, noise, vibration or wetness*) and accidents are improbable other than minor injuries. .... ☐
- ☐ One or more elements above; involves frequent exposure to hazards where lost-time accidents are definitely possible ..... ☐
- ☐ Several elements above are occasionally present to the extent of being objectionable or regular exposure to work situations that could result in incapacitating accidents or, on occasion, loss of life. .... ☐
- ☐ One or more of the above elements are regularly present and objectionable, or continuing exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness or loss of life ..... ☐
- ☐ Continuous exposure to work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures. .... ☐

**19. Mental Stress and/or Effort**

Conditions you are subjected to during your day-to-day duties:

- ☐ Limited mental effort and/or stress ..... ☐
- ☐ Some mental effort and stress involved resulting in inconvenience and frustration. .... ☐
- ☐ Considerable mental effort and stress..... ☐
- ☐ Serious mental stress involved that could, over a period of time, result in temporary nervous disorder and severe mental anguish. .... ☐
- ☐ Severe mental stress involved that could result in permanent nervous disorder/mental instability ..... ☐

**20. Level of Responsibility**

How much freedom or independence is required or allowed in the performance of your normal day-to-day duties:

- ☐ Close supervision, or tasks are so routine and standardized that they do not require supervision. .... ☐
- ☐ Moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work..... ☐
- ☐ Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals, and objectives ..... ☐
- ☐ General direction, based on broad goals and policies ..... ☐

☐ Involves setting policies and goals for the department or organization operation ..... ☐

## 21. Organizational Impact and Consequences

How your day-to-day duties impact the organization and the consequences of those duties:

- ☐ Supportive, informational, recording, or other services to assist others in producing correct and effective results; minor consequences ... ☐
- ☐ Assisting and supporting others or individually providing data or facilitating services for use by others; minor to moderate consequences ☐
- ☐ Daily actions or services affect individual clients/citizens; activity has moderate impact on specific cases in service area. .... ☐
- ☐ Participating with others (within and/or outside of community/agency) in program development, service delivery and supervision of subordinate staff; moderate to serious impact. .... ☐
- ☐ Major individual impact on and accountability for end results affecting organizational unit or total community/agency..... ☐

## 22. Supervision and/or Oversight

The scope and type of responsibility that you exercise as a supervisor or lead worker of other employees.

*(Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)*

Do you supervise or have oversight of other positions: ☐ Yes, continue in this box ☐ No, continue to next section

*Please check all that apply:*

☐ N/A ☐ Work Group/Team ☐ Unit/Section ☐ Division ☐ Department ☐ Organization

List the positions by title, along with number of individuals within the position, that you have responsibility for:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

For the positions listed above, do you effectively recommend or take action on the following:

| Effectively<br>Recommend | Take<br>Action           |                   | Effectively<br>Recommend | Take<br>Action           |                                |
|--------------------------|--------------------------|-------------------|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Hire              | <input type="checkbox"/> | <input type="checkbox"/> | Suspend                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Assign Work       | <input type="checkbox"/> | <input type="checkbox"/> | Terminate                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Direct Work       | <input type="checkbox"/> | <input type="checkbox"/> | Discipline (Oral Reprimand)    |
| <input type="checkbox"/> | <input type="checkbox"/> | Reward            | <input type="checkbox"/> | <input type="checkbox"/> | Discipline (Written Reprimand) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transfer          | <input type="checkbox"/> | <input type="checkbox"/> | Evaluate Performance           |
| <input type="checkbox"/> | <input type="checkbox"/> | Promote           | <input type="checkbox"/> | <input type="checkbox"/> | Demote                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjust Grievances | <input type="checkbox"/> | <input type="checkbox"/> | Coach and/or Counsel           |
| <input type="checkbox"/> | <input type="checkbox"/> | Train             | <input type="checkbox"/> | <input type="checkbox"/> | Develop Staff Schedules        |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect Work      | <input type="checkbox"/> | <input type="checkbox"/> | Other                          |

**\*\* Note, this section *does not* measure oversight of "programs" "projects" or 3<sup>rd</sup> party vendors/contractor. This section is asking what level of supervision to you have over other employees within your organization and how many employees.**



# Americans with Disabilities Act Supplemental Information Form

9.c

In order to assist in developing class descriptions which recognize and accommodate the requirements of the Act, each employee is requested to complete the attached ADA supplemental information form. Please check only those physical requirements or activities and sensory requirements that are **absolutely necessary** to perform the essential functions of your job and those environmental conditions which apply. **If options provided are not applicable, please do not check the corresponding box.**

The employee should check the appropriate box on the left side of the form. Supervisors should review information provided by the employee and verify the requirements of the position by checking the appropriate box on the right side of the form.

**1. The physical requirements of this position.**

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

|                                  | Employee Amount of Time  |                          |                          |                          | Supervisor's Input       |                          |                          |                          |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                  | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 |
| Up to 10 pounds of force         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 25 pounds of force         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 50 pounds of force         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 100 pounds of force        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In excess of 100 pounds of force | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What is being lifted: \_\_\_\_\_

**2. The physical activity of this position.**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

|                                     | Employee Amount of Time  |                          |                          |                          | Supervisor's Input       |                          |                          |                          |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                     | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 |
| Stand                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sit                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Speak or hear                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use hands to finger, handle or feel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb or balance                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stoop, kneel, crouch or crawl       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach with hands and arms           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Taste or smell                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Push or pull                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lifting                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Repetitive Motions                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Employee** (check all that apply)

**Supervisor** (verify job requirement)

**3. The sensory requirements of the position are:**

**Visual Acuity**

- |                                                            |                          |
|------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Standard vision requirements..... | <input type="checkbox"/> |
| <input type="checkbox"/> Close vision .....                | <input type="checkbox"/> |
| <input type="checkbox"/> Distance vision .....             | <input type="checkbox"/> |
| <input type="checkbox"/> Ability to adjust focus .....     | <input type="checkbox"/> |
| <input type="checkbox"/> Depth perception.....             | <input type="checkbox"/> |
| <input type="checkbox"/> Color perception .....            | <input type="checkbox"/> |
| <input type="checkbox"/> Night vision.....                 | <input type="checkbox"/> |

Employee (check all that apply)

Supervisor (verify job requirements)

9.c

☐ Peripheral vision..... ☐
**Vocal Communication**
☐ Expressing or exchanging ideas by means of the spoken word. .... ☐
☐ Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly, or quickly. .... ☐
**Hearing Perception**
☐ Ability to recognize information at normal spoken word levels. .... ☐
☐ Ability to receive detailed information through oral communications and/or to make fine distinctions in sound. .... ☐
**Sensory Utilization**
☐ Preparing and analyzing written or computer data..... ☐
☐ Visual inspection involving small defects and/or small parts ..... ☐
☐ Use of measuring devices ..... ☐
☐ Assembly or fabrication of parts within arm's length ..... ☐
☐ Operating machines, including office equipment..... ☐
☐ Operating motor vehicles or equipment..... ☐
☐ Observing general surroundings and activities ..... ☐
**4. The environmental conditions the worker will be subject to in this position.**

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

|                                     | Employee Amount of Time  |                          |                          |                          | Supervisor's Input       |                          |                          |                          |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                     | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 |
| Wet, humid conditions (non-weather) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather)          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather)          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Breathing apparatus                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exposure to blood borne pathogens   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other:                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other:                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other:                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**5. Typical Noise Level**

Employee (check only one)

Supervisor (verify job requirement)

☐ Very Quiet (e.g. park trail, storage, or file room) ..... ☐
☐ Quiet (e.g. library, private offices) ..... ☐
☐ Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic) ..... ☐
☐ Loud Noise (e.g. heavy traffic, large earth-moving equipment) ..... ☐
☐ Very Loud Noise (e.g. jack hammer work, garbage recycle plant) ..... ☐

## Appendix II: project team resumes

# Ann Antonsen

Ann Antonsen, a director with Baker Tilly, has been with the firm since 2005.



## **Baker Tilly US, LLP**

### **Director**

225 South Sixth Street  
Suite 2300  
Minneapolis, MN 55402  
United States

**T +1 (651) 223 3057**

**M + 1 (612) 382 4491**

[ann.antonsen@bakertilly.com](mailto:ann.antonsen@bakertilly.com)

bakertilly.com

## **Education**

Bachelor of Arts, Psychology  
University of Minnesota – Minneapolis

Ann is a consultant with a strong background in organizational management and human resources which she uses effectively in developing position analyses, classification and compensation studies, performance management, evaluation system development and staff training for the public sector. She is dedicated to using her well-honed abilities to assist governmental agencies in developing and growing meaningful legacies

## **Specific experience**

- Performs organizational assessments and studies, revises and develops personnel policies and manuals and conducts organizational management training and provides general human resources assistance
- Strong background in organizational management and human resources
- Experience serving government organizations
- Provides human resources management services for large suburban communities and regional centers
- Human resources experience in both public associations and private corporations

## **Industry involvement**

- International Public Management Association in Human Resources (IPMA)

# Jada Kent, CCP

Jada Kent, a manager at Baker Tilly, has been with the firm since 2015.



## **Baker Tilly US, LLP**

### **Manager**

2500 Dallas Parkway  
Suite 300  
Plano, TX 75093  
United States

**M +1 (940) 368 3033**

[jada.kent@bakertilly.com](mailto:jada.kent@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

## **Education**

Master of Public Administration (MPA)  
University of Texas – Dallas

Bachelor of Arts, U.S. History  
University of North Texas (Denton, TX)

Jada is a Manager in the Plano, Texas office experienced in providing comprehensive classification and compensation services to public sector organizations. Prior to this role, she provided other Management Consulting Services within Baker Tilly, such as Organization Management and Executive Recruitment. Before joining Baker Tilly, Jada served in the United States Army and the Texas Air National Guard, respectively, as a Public Affairs Specialist.

## **Specific experience**

- Base pay structure design
- Compensation philosophy design
- FLSA review; job classification/job architecture
- Job description development
- Job evaluation (Point Factor)
- Market survey and analysis
- Pay compression analysis
- Pay equity analysis
- Pay plan/project implementation
- Pay policy development
- Supervisor/management training
- Compensation consulting experience in Arizona, Connecticut, Florida, Indiana, Iowa, Louisiana, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Mexico, North Carolina, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Virginia, Washington, Wisconsin
- Compensation consulting experience with: Cities, Counties, State Legislatures, Judicial Branch, Libraries, Housing Authorities, Municipal Associations, Power Agencies, Transportation Authorities, Utilities, and Water/Wastewater Authorities

## **Industry involvement**

- North Texas Compensation Association (NTCA)
- International Public Management Association for Human Resources (IPMA-HR)
- National Forum for Black Public Administrators (NFBPA), North Texas Chapter

## **Continuing professional education**

- Certified Compensation Professional (CCP)

# Brenda Turner, CCP

Brenda Turner, a project manager with Baker Tilly, joined the firm in 2020.



## **Baker Tilly US, LLP**

### **Project Manager**

2500 Dallas Parkway  
Suite 300  
Plano, TX 75093  
United States

**M +1 (214) 543 3383**

[brenda.turner@bakertilly.com](mailto:brenda.turner@bakertilly.com)

bakertilly.com

## **Education**

Master of Business Administration  
University of Texas (Dallas, Texas)

Bachelor of Business Administration  
Dallas Baptist University (Dallas, Texas)

Brenda is a project manager on the human capital team. She is experienced in providing compensation design, implementation and program management services in a variety of industries. Before joining Baker Tilly, Brenda served in compensation leadership and analyst roles in the airline and technology industries. She has also served in finance and accounting roles in the hospitality and technology industries.

## **Specific experience**

- Compensation structure design and implementation, including market-based and point factor approaches
- FLSA and internal pay equity analysis and implementation
- Job documentation and job description development and publication
- Base salary, short term and long term incentive design and program management
- Executive compensation VP to C-Suite to CEO program design and management
- Organization transactions (M&A, IPO, Private Equity)
- Compensation management technology design, implementation and administration

## **Industry involvement**

- World at Work (WAW)
- Society for Human Resource Management (SHRM)

## **Continuing professional education**

- Certified Compensation Professional (CCP)

# Jama McClung

Jama McClung, a consultant with Baker Tilly, has been with the firm since 2010.



**Baker Tilly US, LLP**  
**Senior Consultant**  
 8219 Leesburg Pike  
 Suite 800  
 Tysons, VA 22182  
 United States

**T +1 (804) 622 6991**  
[jama.mcclungl@bakertilly.com](mailto:jama.mcclungl@bakertilly.com)  
 bakertilly.com

## Education

Coursework completed  
 Glenville State College (Glenville, West Virginia)

Currently completing coursework toward a bachelor's  
 degree in Business Administration

Jama joined Baker Tilly as part of the executive recruitment team. She now works as a consultant with the human capital team specializing in classification and compensation studies, performance evaluations and benefits review.

## Specific experience

- Specialty focus is classification and compensation studies, performance evaluations and benefits review
- Performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades
- Served as a public finance assistant supporting senior living and healthcare public finance bankers

# Olivia Fisher

Olivia Fisher, an analyst with Baker Tilly, has been with the firm since 2019.



## **Baker Tilly US, LLP Analyst**

8365 Keystone Crossing  
Suite 300  
Indianapolis, IN 46240  
United States

**T +1 (317) 465 1644**

[Olivia.Fisher@bakertilly.com](mailto:Olivia.Fisher@bakertilly.com)  
bakertilly.com

## **Education**

Bachelor of Arts, International Studies and Spanish  
Indiana University – City of Bloomington

Olivia is an analyst with a strong background in human resources, non-profit and hospitality work that she uses effectively in coordinating projects, collecting data and developing job descriptions. She assists in position analyses, classification and compensation studies. Olivia is committed in using her abilities and continued training to assist governmental agencies.

## **Specific experience**

- Specialty focus in classification and compensation studies, performance evaluations and benefits review
- Performs research and analysis work on various projects; gathers related project data and participates in the execution of various research and evaluation studies; assists in the preparation and development of recommendations based on findings; prepares related reports
- Experience in creating training and development plans in relation to an organization's strategies and objectives
- Experience in consultation, guidance and coaching, and project management
- Experience assisting organizations with the interpretation, application and resolution of employment topics and issues in various HR areas such as hiring, onboarding, training, employee handbooks and policies, performance management, demotions/promotions, conflict resolution, termination procedures, state/federal employment law, etc.
- Experience in non-profit work coordinating and directing multiple events and staff

# Thomas Patton

Thomas Patton, an analyst with Baker Tilly, has been with the firm since 2019.



## **Baker Tilly US, LLP**

### **Analyst**

225 South Sixth Street  
Suite 2300  
Minneapolis, MN 55402  
United States

**T +1 (651) 223 3033**

[thomas.patton@bakertilly.com](mailto:thomas.patton@bakertilly.com)  
bakertilly.com

### **Education**

Bachelor of Science, Human Resources Development  
University of Minnesota – Twin Cities

Thomas is an analyst for the human capital practice, focusing on data collection and analysis, as well as job description formulation and writing. He contributes to the team's endeavors by securing quality data to facilitate successful compensation and benefits studies. Thomas also supports the team by drafting job descriptions for positions being studied within a project. His expertise assists the team through the coordination of projects and ensures smooth transitions between each phase. He brings an abundance of knowledge from working with governmental entities from states such as Arizona, Indiana, Kansas, Minnesota, Virginia, Washington and Wisconsin.

### **Specific experience**

- Assisting with compensation and benefit project coordination
- Collecting and submitting employee positional analysis questionnaires
- Coordinating compensation and benefit surveys
- Performing data entry and analysis
- Providing client support services



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

---

**MEETING DATE:** January 11, 2022

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Consideration and possible action on Division of Public Health DPH Contract #52825\*

---

**ATTACHMENTS:**

- MultiProfile\_-\_DEPERE\_DPH\_-\_2022\_DPH\_Consolid (PDF)

## Wisconsin Department of Health Services Contract Centralization Legal Review

Agreement Number: **52825**

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:

NA

Office of Legal Counsel (OLC) Review and Approval:

☒ This agreement has been reviewed 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

12/29/2021

Date Signed

Revision: 12/2/2020 (previous versions obsolete)



**GRANT AGREEMENT**  
**between the**  
**State of Wisconsin Department of Health Services**  
**and**  
**DEPERE DPH**  
**for**  
**2022 DPH Consolidated Contract**

DPH Contract No.: 52825  
 Agreement Amount: \$19,420  
 Agreement Term Period: **10/1/2021 to 9/30/2023**  
 CARS Pre-Packet No: 19665

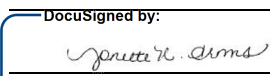
DHS Division: **Division of Public Health**  
 DHS Grant Administrator: **Anna Benton**  
 DHS Telephone: **608-266-9780**  
 DHS Email: [Anna.Benton@dhs.wisconsin.gov](mailto:Anna.Benton@dhs.wisconsin.gov)

Grantee Grant Administrator: Ms Debbie Armbruster  
 Grantee Email: darmbruster@mail.de-pere.org  
 Grantee DUNS Name: De Pere Health Department  
 Grantee DUNS Number: 105745587  
 Grantee FEIN: 396005431

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**

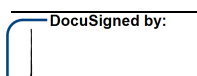
Authorized Representative

Name: Jonette N Arms  
 Title: Assistant Administrator  
 Signature:   
 Date: 1/6/2022

**Grantee**

Entity Name: City of De Pere

Authorized Representative

Name: James Boyd  
 Title: Mayor  
 Signature:   
 Date: 1/6/2022

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**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

- A. The State of Wisconsin Department of Health Services (DHS) is the state agency responsible for overseeing the coordination and integration of social service programs. DHS' principal business address is 1 West Wilson Street, Room 672, Madison, Wisconsin 53703.
- B. DEPERE DPH (Grantee) The Grantee's principal business address is 335 S BROADWAY, DE PERE, WI, 54115.

## 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 appendices.

Section 4.1 of this Agreement allows the user to provide a list of additional Exhibits to the Agreement. Please provide the scope of work for the work being conducted by the Grantee as Exhibit 1.

### 4.1 List of Exhibits

- Contract Agreement Addendum: Exhibit I
- Contract Agreement Addendum: Exhibit II
- Boundary Statements for All 2022 DPH Consolidated Contract Funding
- 2022 Maternal Child Health Program and Children and Youth Special Health Care Program- Program Parameters

## 5. CONTACT INFORMATION

DHS Grant Administrator  
 Grant Administrator Name: **Anna Benton**  
 Telephone: **608-266-9780**  
 Email: [Anna.Benton@dhs.wisconsin.gov](mailto:Anna.Benton@dhs.wisconsin.gov)

Grantee Grant Administrator  
 Grant Administrator Name: **Ms Debbie Armbruster**

Email: [darmbruster@mail.de-pere.org](mailto:darmbruster@mail.de-pere.org)

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

- A. All payments to non-municipalities, non-profits, and UW departments will be made as electronic funds transfers (EFT), by the 1<sup>st</sup> of the month or the 1<sup>st</sup> banking day following the scheduled payment date, whichever is later. All payments to municipalities will be made as electronic fund transfers (EFT) by the 5<sup>th</sup> of the month or the 1<sup>st</sup> banking day following the scheduled payment date, whichever is later. CARS agency reports are available not less than five (5) days prior to the scheduled payment date at the following website and should be reviewed and/or printed each month for each agency type for account reconciliation: Cars Data Queries: <https://health.wisconsin.gov/cars/GetIndexServlet>.
- B. DHS will assign a CARS agency number to the Grantee.
- C. The Grantee shall report all allowable costs plus any required matching funds stipulated in the reporting instructions for this Agreement, which are incorporated by reference in the Allowable Cost Policy Manual: <https://www.dhs.wisconsin.gov/business/allow-cost-manual.htm>.
- D. The Grantee shall submit expenditures on the form required by DHS to the following email: [DHS600RCARS@dhs.wi.gov](mailto:DHS600RCARS@dhs.wi.gov).
- E. Payments to the Grantee will be made on a monthly basis per the CARS Processing Dates schedule and based on expenditures submitted by the Grantee on the form required by DHS.
- F. Expense reports received timely in accordance with the CARS Processing Dates schedule will be reviewed and processed per the CARS Processing Dates schedule.
- G. Payments to the Grantee shall not exceed the total Agreement award.
- H. If DHS determines, after notice to the Grantee and opportunity to respond, that payments were made that exceeded allowable costs, the Grantee shall refund the amount determined to be in excess within thirty (30) days of notification by DHS. DHS may, at its sole discretion, make such refund by withholding money from future payments due the Grantee, at any time during or after the Agreement period. DHS reserves the right to recover such excess funds by any other appropriate legal means.

## 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. 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/2/200.322>

## 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 Department of Industry, Labor and Human Relations, 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:

<http://vendornet.state.wi.us/vendornet/doaforms/DOA-3021P.pdf>

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](mailto:dhscontractcompliance@dhs.wisconsin.gov)

## 10. CONVERSION THERAPY

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.

## 11. 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.

In accordance with the provisions of Section 1557 of the Patient Protection and Affordable Care Act of 2010 (42 U.S.C. § 18116), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), and regulations implementing these Acts, found at 45 C.F.R. Parts 80, 84, and 91 and 92, the Grantee shall not exclude, deny benefits to, or otherwise discriminate against any person on the basis of sex, race, color, national origin, disability, or age in admission to, participation in, in aid of, or in receipt of services and benefits under any of its programs and activities, and in staff and employee assignments to patients, whether carried out by the Grantee directly or through a Subgrantee or any other entity with which the Grantee arranges to carry out its programs and activities.

In accordance with the provisions of Section 11 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2020), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), and Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), and the regulations implementing these Acts, found at 7 C.F.R. Parts 15, 15a, and 15b, and Part 16, 28 C.F.R. Part 35, and 45 C.F.R. Part 91, the Grantee shall not discriminate based on race, color, national origin, sex, religious creed, disability, age, or political beliefs or engage in reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture.

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). 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](mailto:DHSCRC@dhs.wisconsin.gov)

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](mailto: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.

## 12. 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 17 (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 to DHS any use or disclosure of Confidential Information not provided for by this Agreement, of which it becomes aware. 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 **IS 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.

### 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 (formerly CFDA) 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](mailto: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 Legislature fails to appropriate funds necessary to complete the Agreement.
- 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.

## 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. The due date of the final fiscal reports shall be **45 days** after the funding ends per the appropriate profile. Expenses incurred during the profile performance period but reported later than **45 days** after the funding ends per the appropriate profile 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. Please reference the CARS information box for specified profile performance period end dates.
- 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 for Disclosure of Lobbying Activities available at: <https://www.gsa.gov/portal/forms/download/116430>. 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:

### A. Match Requirements:

#### **Local MCH/CYSHCN Match**

Federal Maternal and Child Health regulations require the state to provide 75% match. Contracts must include match as indicated below:

- Local organizations are required to provide local match in an amount not less than 75% of the requested grant funds. Tribal agencies, federally designated community health centers and migrant health centers are exempt from this requirement.
- Local match is funding, resources, contributions, provided by the local agency, to further the objectives of the MCH Program, outside of the MCH grant funds.
- Program costs, including match is generally considered eligible if it is budgeted for, complies with Federal regulations, and if it is not charged against any other grant. Match may consist of cash match and in-kind

donations. An organization may not claim as match any costs used to match any other federal grant, award, or contract. No federal dollars may be used for match of this grant except Title XIX and Title XX reimbursements received by the organization for services when such are used to further the objectives of the MCH Program.

- An organization may count as match any local expense which meets the qualifications outlined above and which contributes to the project. For example, the local share of staff costs related to the project, and the value of supplies purchased with local funds and used in the project, may be used as match.
- An organization may also use as match any local share which meets the qualifications outlined above and which consists of effort on the organization's part to pursue the objectives of the MCH Program. For example, if an organization receives funds for a child health program, it may count as match not only the local effort which is directly related to the child health program, but local effort devoted to any other relevant maternal and child health activity.

Grantees will comply with year-end program reporting requirements set by the State of Wisconsin MCH/CYSHCN Program including documentation of 75% local match (\$0.75 local contribution for every \$1.00 federal), including program income. Grantees report through the CARS system on the DHS/DES F-00642 Community AIDS Reporting System (CARS) Expenditure Report form. In the current net expense column, use profile 193002 for reporting MCH match and profile 193001 for reporting CYSHCN match. The original DHS/DES F-00642 form is e-mailed to CARS ([dhs600rcars@wi.gov](mailto:dhs600rcars@wi.gov)) with a copy to the State MCH/CYSHCN Contract Administrator/Negotiator.

Reference: Public Health Service (PHS) Grants Policy Statement, U.S. DHHS, 1/1,2007

### 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. SUPPLIER DIVERSITY AND REPORTING REQUIREMENTS

Minority-Owned Business Enterprises (MBE) and Disabled Veteran-Owned Businesses (DVB) are certified by the Wisconsin Department of Administration (DOA). This program can be found at: <https://doa.wi.gov/Pages/DoingBusiness/SupplierDiversity.aspx>

The State of Wisconsin is committed to the promotion of MBEs and DVBs in the State's purchasing program. The Grantee is strongly urged to use due diligence to further this policy by awarding Subcontracts or Subgrants to MBEs and DVBs or by using such enterprises to provide goods and services incidental to this Agreement.

The Grantee shall furnish appropriate monthly information about its efforts to subcontract/subgrant with MBEs and DVBs, including the identities of such businesses certified by the Wisconsin Supplier Diversity Program, their contract amount, and spend for each period to DHS. A listing of certified MBEs and DVBs, as well as the services and goods they provide, is available at: <https://wisdp.wi.gov/Search.aspx>

After completion of this Agreement, the Grantee shall report to DHS any amount of this Agreement that was subcontracted/subgranted to DOA certified MBEs and DVBs.

DHS shall have the right to request any information regarding the use of subcontractors/subgrantees including, but not limited to, MBEs and DVBs. The Grantee shall provide any such information as requested by DHS and within a time period that is specified by DHS.

The Grantee shall submit monthly reports of efforts to subcontract/subgrant with MBEs, DVBs, and other diverse entities/suppliers to DHS. A link to the Supplier Diversity PowerForm for submitting these reports can be found on the DHS Compliance Documentation page found here: <https://www.dhs.wisconsin.gov/business/compliance.htm>

For the duration of this Agreement, the Grantee shall provide monthly reporting of efforts to subcontract/subgrant with MBEs, DVBs, and other diverse entities/suppliers no later than the 15<sup>th</sup> of the following month.

For questions about reporting, please contact DHS Contract Compliance at [DHSContractCompliance@dhs.wisconsin.gov](mailto:DHSContractCompliance@dhs.wisconsin.gov)

### 38. FUNDING CONTROLS

| Funding Control | Explanation                                                                                                                                                                                        |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3-month         | Payments through Jun 30 of the contract year are limited to 3/12th of the Grant Agreement with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level. |
| 4-month         | Payments through Jun 30 of the contract year are limited to 4/12th of the Grant Agreement with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level. |
| 5-month         | Payments through Jun 30 of the contract year are limited to 5/12th of the Grant Agreement with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level. |
| 6-month         | Payments through Jun 30 of the contract year are limited to 6/12th of the Grant Agreement with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level. |
| 9-month         | Payments through Jun 30 of the contract year are limited to 9/12th of the Grant Agreement with the balance paid after Jul 1 of the contract year based on reported costs up to the contract level. |
| N/A             | Profile does not require funding control.                                                                                                                                                          |

**39. FEDERAL AWARD INFORMATION**

| Federal Award Information                                                 |                                         |                                                              |
|---------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------|
| DHS Profile Number                                                        | 155020                                  | 159320                                                       |
| FAIN                                                                      | NH23IP922611                            | B0445253                                                     |
| Federal Award Date                                                        | 7/1/2021                                | 10/13/2021                                                   |
| Subaward period of Performance Start Date                                 | 1/1/2022                                | 1/1/2022                                                     |
| Subaward period of Performance End Date                                   | 12/31/2022                              | 12/31/2022                                                   |
| Amount of Federal Funds obligated (committed) by this action              | \$8,307                                 | \$9,237                                                      |
| Total Amount of Federal Funds obligated (committed)                       | \$8,307                                 | \$9,237                                                      |
| Federal Award Project Description                                         | Immunization Cooperative Agreements     | Maternal and Child Health Services                           |
| Federal Awarding Agency Name (Department)                                 | Department of Health and Human Services | Department of Health and Human Services                      |
| DHS Awarding Official Name                                                | Debra K. Standridge                     | Debra K. Standridge                                          |
| DHS Awarding Official Contact Information                                 | <b>608-266-9622</b>                     | <b>608-266-9622</b>                                          |
| Assistance Listing (formerly CFDA) Number                                 | 93.268                                  | 93.994                                                       |
| Assistance Listing (formerly CFDA) Name                                   | Immunization Cooperative Agreements     | Maternal and Child Health Services Block Grant to the States |
| Total made available under each Federal award at the time of disbursement | \$6,158,422                             | \$1,909,839                                                  |
| R&D?                                                                      | No                                      | No                                                           |
| Indirect Cost Rate                                                        | 0.07                                    | 0.07                                                         |

**40. CARS PAYMENT INFORMATION*****DHS CARS STAFF INTERNAL USE ONLY***  
**CARS PAYMENT INFORMATION**

The information below is used by DHS Bureau of Fiscal Services, CARS Unit, to facilitate the processing and recording of payments made under this Agreement.

|               |                   |              |                           |                         |                         |
|---------------|-------------------|--------------|---------------------------|-------------------------|-------------------------|
| Agency #:     | Agency Name:      | Agency Type: | CARS Contract Start Date: | CARS Contract End Date: | Program Total Contract: |
| <b>472779</b> | <b>DEPERE DPH</b> | <b>260</b>   | <b>1/1/2022</b>           | <b>12/31/2022</b>       | <b>\$19,420</b>         |

| Profile ID# | Profile Name            | Profile Note | Profile Current Amount | Profile Change Amount | Profile Total Amount | Funding Controls <sup>1</sup> |
|-------------|-------------------------|--------------|------------------------|-----------------------|----------------------|-------------------------------|
| 155020      | CONS CONTRAC TS IMM     |              | -                      | \$8,307               | \$8,307              | N/A                           |
| 159320      | CONS CONTRAC TS MCH     |              | -                      | \$9,237               | \$9,237              | N/A                           |
| 157720      | CONS CONTRAC TS CHHD LD |              | -                      | \$1,876               | \$1,876              | 6-month                       |
|             |                         |              |                        |                       | \$19,420             |                               |

<sup>1</sup> See "Funding Controls."

## **Contract Agreement Addendum: Exhibit I**

### **Program Quality Criteria**

Generally high program quality criteria for the delivery of quality and cost-effective administration of health care programs have been, and will continue to be, required in each public health program to be operated under the terms of this contract.

This Exhibit contains only applicable quality criteria for this contract.

**Contract Agreement Addendum: Exhibit I****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022**Program:** Childhood Lead Consolidated

## Program Quality Criteria

- 1) Assessment and surveillance of public health to identify community needs and to support systematic, competent program planning and sound policy development with activities focused at both the individual and community levels.
  - A) Contractee must assess local blood lead surveillance data for lead poisoning prevalence and risk factors
- 2) Delivery of public health services to citizens by qualified health professionals in a manner that is family centered, culturally competent, and consistent with the best practices; and delivery of public health programs for communities for the improvement of health status.
  - A) Contractees must provide services that support the elimination of childhood lead poisoning, and the early detection and treatment of children with lead poisoning including compliance with:
    - (1) WI Statute and Administrative Rules:
      - WI Stat 254 (Environmental Health, <http://docs.legis.wi.gov/statutes/statutes/254.pdf>),
      - WI Admin Rule 181 (Reporting of Blood Lead Test Results, [http://docs.legis.wisconsin.gov/code/admin\\_code/dhs/110/181.pdf](http://docs.legis.wisconsin.gov/code/admin_code/dhs/110/181.pdf)), and
      - WI Admin Rule 163 (Certification for the Identification, Removal and Reduction of Lead-Based Paint Hazards, [http://docs.legis.wisconsin.gov/code/admin\\_code/dhs/110/163.pdf](http://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163.pdf)) and
    - (2) Practice standards presented in:
      - Low Level Lead Exposure Harms Children: A Renewed Call for Primary Prevention ([http://www.cdc.gov/ncet/lead/ACCLPP/Final\\_Document\\_030712.pdf](http://www.cdc.gov/ncet/lead/ACCLPP/Final_Document_030712.pdf), CDC, January 4, 2012),
      - Wisconsin Childhood Lead Poisoning Prevention and Control Handbook (<https://www.dhs.wisconsin.gov/publications/p00660.pdf>, rev. 2014), and
      - U.S. Dept of Housing and Urban Development, Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing. (2012 Edition; [https://www.hud.gov/program\\_offices/healthy\\_homes/lbp/hudguidelines](https://www.hud.gov/program_offices/healthy_homes/lbp/hudguidelines))
  - B) Contractees must assure the availability and accessibility of blood lead tests for children in the target populations, as referenced in the boundary statement.
  - C) Contractees must provide a nurse home visit and environmental investigation within two weeks of the referral date for children with an elevated blood lead level. A note should be added to the patient or address record in the Healthy Homes and Lead Poisoning Surveillance System (HHLPPSS) regarding any delay.
  - D) Contractees must not discriminate on the basis of the child or guardian's race, ethnicity, religion, sex, gender identity and expression, sexual orientation, primary language, disability, marital status or national origin in any of its activities related to this contract.
- 3) Record keeping for individual focused services that assures documentation and tracking of client health care needs, response to known health care problems on a timely basis, and confidentiality of client information.
  - A) Contractee must have a system for maintaining records that track follow-up of children with blood lead levels greater than or equal to 5 mcg/dL and all properties associated with elevated blood lead levels, including the investigation and intervention findings and outcomes.
- 4) Information, education, and outreach programs intended to address known health risks in the general and certain target populations to encourage appropriate decision making by those at risk and to affect policy and environmental changes at the community level.
  - A) Contractee must provide information to one or more target audiences within the community about lead hazards, lead hazard reduction methods, primary prevention of lead poisoning, and blood lead testing, as

**Contract Agreement Addendum: Exhibit I****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022

referenced in the boundary statement.

- 5) Coordination with related programs to assure that identified public health needs are addressed in a comprehensive, cost-effective manner across programs and throughout the community.
  - A) Contractee must build partnerships with local health care providers and agencies involved in health, social services, housing, and child care to incorporate lead hazard awareness into their activities with, or services to, families living in pre-1978 housing.
  - B) Contractee must provide information, consultation and technical assistance to health care providers or other programs to assure that treatment of children with lead poisoning is efficient and effective, and to assure that lead-safe environments are available to children with lead poisoning.
- 6) A referral network sufficient to assure the accessibility and timely provision of services to address identified public health care needs.
  - A) Contractee must assess the need for, and provide timely and appropriate referrals for, supportive services to families of lead poisoned children.
- 7) Provision of guidance to staff through program and policy manuals and other means sufficient to assure quality health care and cost-effective program administration.
  - A) Contractee must assure that local childhood lead poisoning prevention program staff has access to, are knowledgeable of and in compliance with the state statutes and administrative rules and practice standards listed in Number 2. Delivery of Public Health Services.
- 8) Financial management practices sufficient to assure accurate eligibility determination, appropriate use of state and federal funds, prompt and accurate billing and payment for services provided and purchased, accurate expenditure reporting, and, when required, pursuit of third-party insurance and Medical Assistance Program coverage of services provided.
  - A) Contractee must pursue third party payment and/or other funding sources for service provision to children who are eligible for third party payment. This includes billing Medicaid fee-for-service or the appropriate managed care organization for blood lead testing of Medicaid-enrolled children. This also includes billing Medicaid for nurse home visits and environmental investigations for children with blood lead levels greater than or equal to 5 mcg/dL
- 9) Data collection, analysis, and reporting to assure program outcome goals are met or to identify program management problems that need to be addressed.
  - A) Contractee must regularly collect and analyze local data to determine the adequacy of blood lead testing for children, timely follow-up of lead poisoned children, timely completion of environmental investigations and lead hazard reduction work, and community lead poisoning prevention education.
  - B) Contractee must complete the following nursing and property investigation forms and environmental investigation documents (<https://dhs.wisconsin.gov/lead/ph-intervention.htm>; under the Forms and Templates tab). When you click on a template, if a window appears asking you to log in, click on the "X" in the right hand corner to go to the document.
    - Nursing Case Management Report (F-44771A)
    - Nursing Case Closure Report (F-44771B)
    - Property Investigation Report (F-44771C)
    - Property Investigation Closure Report (F-44771D)
    - Risk Assessment Report (template)
    - Work Specification Language for Lead Hazard Reduction (list of work spec options)
    - Work Orders Letter (template)
    - Scope of Work (template)

## Contract Agreement Addendum: Exhibit I

**Contract #:** 52825

**Agency:** De Pere Department of Public Health

**Contract Year:** 2022

- Clearance Report (template)

C) Contractee must promptly attach the completed forms and documents above to the pertinent patient or address record in the HHLPSS using HHLPSS Job Aids 3.14: Patient Attachments and 4.3: Adding Attachments (<https://www.dhs.wisconsin.gov/lead/hhlpss-job-aids.htm>).

**Contract Agreement Addendum: Exhibit I****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022**Program:** Immunization

## Program Quality Criteria

- 1) Assessment and surveillance of public health to identify community needs and to support systematic, competent program planning and sound policy development with activities focused at both the individual and community levels.
  - A) Contractees must assure reported vaccine preventable diseases (VPD) are investigated and controlled as detailed in the most current edition of the Wisconsin Disease Surveillance Manual (EPINET) and/or written disease-specific guidance from DPH (e.g. Pertussis Guidelines). Local health departments (LHDs) should maintain regular contact with local required reporters of VPDs to encourage and assure prompt reporting. Contractees should solicit the help of the Wisconsin Immunization Program when needed to help assure that an adequate system is in place to report and investigate VPD. This includes the follow-up of infants born to HBsAg-positive women. The LHD where the woman resides is responsible for follow-up activities.
  - B) Contractees must annually and formally evaluate immunization delivery and the use of vaccine preventable disease surveillance systems and improve the use of those systems [e.g., the Wisconsin Electronic Disease Surveillance System (WEDSS)] in their jurisdictions, where needed.
  - C) Contractees must work in collaboration with the Wisconsin Immunization Program to increase the use of existing electronic data collection systems for vaccine record keeping and vaccine preventable disease data systems.
- 2) Delivery of public health services to citizens by qualified health professionals in a manner that is family centered, culturally competent, and consistent with the best practices; and delivery of public health programs for communities for the improvement of health status.
  - A) Contractees must assure the delivery of immunization services in a safe, effective and efficient manner, as detailed in the Wisconsin Immunization Program Policy and Procedure Manual and in Chapter 252, Wis. Statutes and Chapter DHS 145, Wis. Admin. Code. Contractees must assure the immunization of children is consistent with Healthy People 2020 goals.
- 3) Record keeping for individual focused services that assures documentation and tracking of client health care needs, response to known health care problems on a timely basis, and confidentiality of client information.
  - A) Contractees must use the Wisconsin Immunization Registry (WIR) or an electronic immunization population-based data system that links with the WIR. The data system must have a tracking and recall function to identify children whose immunization records are behind schedule according to the ACIP recommendations. Tracking and recall shall be conducted at least every other month as required by the Wisconsin Immunization Policy and Procedure Manual.
  - B) Contractee's immunization practice must assure the immunization of children and share children's immunization records with parents or guardians, schools and child care centers and other healthcare providers as provided by the Wisconsin School Immunization Law (Chapter 252, Wis. Statutes; Chapters DHS 144 and 145, Wis. Admin. Code).
- 4) Information, education, and outreach programs intended to address known health risks in the general and certain target populations to encourage appropriate decision making by those at risk and to affect policy and environmental changes at the community level.
  - A) Contractees must engage in community partnerships to identify and address the needs of high-risk populations, reduce racial and ethnic health disparities and to educate families and the community on the importance of immunizations.
  - B) Contractees should engage in improving health literacy for the public and for the healthcare personnel working with immunizations to better understand, evaluate, and communicate immunization information.
- 5) Coordination with related programs to assure that identified public health needs are addressed in a comprehensive, cost-

**Contract Agreement Addendum: Exhibit I****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022

effective manner across programs and throughout the community.

- A) Contractees must coordinate public and private immunization services with local child healthcare (service) providers [e.g., Women, Infants, and Children (WIC) projects; Medical Assistance programs; and other local public health programs] to assess the immunization status of, refer, and provide immunization services to under-immunized children.
- 6) A referral network sufficient to assure the accessibility and timely provision of services to address identified public health care needs.
  - A) Contractees must develop relationships among public and private healthcare providers to facilitate access by children and families to immunization services. Contractees should work with these providers to assure that current immunization guidelines are followed.
  - B) The LHD should promote the medical home concept by referring vaccine recipients to their medical home provider for subsequent immunizations and coordinate with this medical provider to assure adherence to the recommended immunization schedule.
  - C) LHDs should promote the exchange and sharing of immunization data using immunization registries.
  - D) The LHD will assure adequate surveillance, prompt reporting and epidemiologic follow-up of vaccine preventable diseases. When prompt reporting of a vaccine preventable disease does not occur, the LPHD will formally address the issue with the reporting agency to assure that reports are made according to the latest EPINet Manual.
- 7) Provision of guidance to staff through program and policy manuals and other means sufficient to assure quality health care and cost-effective program administration.
  - A) Contractees will ensure program staff is competent in current immunization program policy and processes, including that provided through the Centers for Disease Control and Prevention (CDC) distance learning course and CDC updates.
  - B) The LHD will follow the Immunization Policy and Procedure Manual developed and distributed by the Wisconsin Immunization Program, unless otherwise agreed upon, as well as immunization policy memos periodically issued by the Program. The LHD must have written policies on the proper handling and storage of state-supplied vaccines as required by the Vaccines for Children (VFC) Program. These policies must be reviewed with all immunization program-related staff on at least an annual basis.
  - C) Contractees will require at least one staff member to view the perinatal hepatitis B training webinar.
- 8) Financial management practices sufficient to assure accurate eligibility determination, appropriate use of state and federal funds, prompt and accurate billing and payment for services provided and purchased, accurate expenditure reporting, and, when required, pursuit of third-party insurance and Medical Assistance Program coverage of services provided.
  - A) Billing for payment of childhood immunization services is not required under this section.
  - B) LHDs must assure that parents of children who are on Medical Assistance will not be charged a vaccine administration fee or be requested to make a donation for vaccine or vaccine-related services. Administration fees cannot be mandatory and clients must be informed that failure to pay the administration fee or make a donation does not preclude them from receiving state-supplied vaccine. This information must be added to immunization advertising materials used by the LHD for state-supplied vaccines. The message must be given to the client in a way and in a language the client understands.
  - C) Grantees must screen for insurance eligibility in accordance with current DPH guidelines for state-supplied vaccines.
- 9) Data collection, analysis, and reporting to assure program outcome goals are met or to identify program management problems that need to be addressed.

**Contract Agreement Addendum: Exhibit I****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022

- A) Contractees must collect and analyze agency and available private provider immunization data for children 12-35 months of age, school immunization law reports and other available population-based information needed to identify strengths and weaknesses in local delivery systems and plan improvements. Only children who have moved out of the agency's jurisdiction may be removed from the cohort for analysis.
- B) LHDs will utilize the WIR for immunization-level data analysis.
- C) LHDs and Tribes will assure staff competence with the WIR system. LHD and Tribal health staff must attend at least one Regional WIR User Group Meetings. Attendance at these meetings is necessary for staff to maintain a thorough working knowledge of the functionality of the WIR.

## **Contract Agreement Addendum: Exhibit II**

### **Program Objectives**

(A) Contract Funds, Program/Objective Values, and Other Contract Details

(B) Objective Details

**Contract Agreement Addendum: Exhibit II(A)****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022

| <b>Contract Source of Funds</b> |                                      |                 |
|---------------------------------|--------------------------------------|-----------------|
| <b>Source</b>                   | <b>Program</b>                       | <b>Amount</b>   |
| De Pere                         | Childhood Lead - Consolidated        | \$1,876         |
| De Pere                         | Immunization - Consolidated IAP      | \$8,307         |
| De Pere                         | Maternal Child Health - Consolidated | \$9,237         |
| <b>Contract Amount</b>          |                                      | <b>\$19,420</b> |

| <b>Contract Match Requirements</b> |               |
|------------------------------------|---------------|
| <b>Program</b>                     | <b>Amount</b> |
| Childhood Lead - Con               | \$0           |
| Immunization                       | \$0           |
| MCH                                | \$6,928       |

| <b>Program Sub-Contracts</b> |                       |                            |
|------------------------------|-----------------------|----------------------------|
| <b>Program</b>               | <b>Sub-Contractee</b> | <b>Sub-Contract Amount</b> |
| Childhood Lead - Con         | None Reported         | \$0                        |
| Immunization                 | None Reported         | \$0                        |
| MCH                          | None Reported         | \$0                        |

**Contract Agreement Addendum: Exhibit II(A)****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022**Childhood Lead - Con****Program Total Value \$1,876**

|   |                      |         |
|---|----------------------|---------|
| 1 | Template Objective 2 | \$1,876 |
|---|----------------------|---------|

Comprehensive Follow-up for Low Level Lead Exposure

Throughout the 2022 contract period, residents from the jurisdiction of the De Pere Health Department will receive comprehensive follow-up services, including a nurse home visit at a venous blood lead level greater than or equal to 5 micrograms per deciliter and an environmental lead hazard investigation at a venous blood lead level greater than or equal to 5 micrograms per deciliter.

**Immunization****Program Total Value \$8,307**

|   |                      |         |
|---|----------------------|---------|
| 1 | Template Objective 1 | \$8,307 |
|---|----------------------|---------|

By December 31, 2022, 80% children residing in De Pere Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.

**MCH****Program Total Value \$9,237**

|   |                                |         |
|---|--------------------------------|---------|
| 1 | Objective 1: COVID-19 Response | \$5,000 |
|---|--------------------------------|---------|

By December 31, 2022, the agency will provide infrastructure and leadership support to improve the health of mothers, children, and families during the COVID-19 pandemic.

|   |                                    |         |
|---|------------------------------------|---------|
| 2 | Objective 4: Adolescent Well-Being | \$4,237 |
|---|------------------------------------|---------|

By December 31, 2022, the agency, in collaboration with community partners, will implement and evaluate strategy \_1\_\_\_ to decrease rates of adolescent emotional distress.

|                                           |     |
|-------------------------------------------|-----|
| <b>Total of Contract Objective Values</b> | \$0 |
|-------------------------------------------|-----|

|                                                   |          |
|---------------------------------------------------|----------|
| <b>Total of Contract Statement Of Work Values</b> | \$19,420 |
|---------------------------------------------------|----------|

**Contract Agreement Addendum: Exhibit II(B)****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022**Program:** Childhood Lead Consolidated**Objective #:** 1 of 1**Objective Value:** \$1,876**Objective: Primary Details****Objective Statement**

Template Objective 2

Comprehensive Follow-up for Low Level Lead Exposure

Throughout the 2022 contract period, residents from the jurisdiction of the De Pere Health Department will receive comprehensive follow-up services, including a nurse home visit at a venous blood lead level greater than or equal to 5 micrograms per deciliter and an environmental lead hazard investigation at a venous blood lead level greater than or equal to 5 micrograms per deciliter.

**Deliverable Due Date:** 01/31/2023**Contract Deliverable (Evidence)**

A report to document the extent to which the two components of this objective were provided, specifically:

- 1) The number of children with a venous blood lead level greater than or equal to 5 micrograms per deciliter and the number who received a nurse home visit to provide information on lead poisoning prevention, and
- 2) The number of children with a venous blood lead level greater than or equal to 5 micrograms per deciliter and the number of environmental lead hazard investigations conducted on their primary residence and all secondary properties, including accompanying risk assessment reports, work orders and property clearance.

For reporting purposes, those children whose families are non-responsive to outreach or moved from the jurisdiction before appropriate follow-up services could be provided can be removed from this cohort but should be reported separately.

This report should be faxed to the Childhood Lead Program (confidential fax line: 608-267-0402) or emailed to DHSLeadPoisoningPrevention@wi.gov by February 1, 2023.

**Programs Providing Funds for this Objective**

Childhood Lead Consolidated: \$1,876

**Agency Funds for this Objective:****Data Source for Measurement**

An agency-generated report.

**Baseline for Measurement**

We are following the guidance from the November 2014 WI Childhood Lead Poisoning Prevention and Control Handbook For Local Public Health Departments.

In 2020, there were no children with a venous blood lead level of 5 mcg/dl or higher.

**Context**

There is no designated value range for this objective. This objective is intended to assure that the local health department is providing nursing and environmental interventions for children with low level lead exposure. Providing these interventions for children with low level lead exposure is intended to prevent ongoing lead exposure and more severe lead poisoning.

**Context Continued****Input Activities**

1) NURSING: For this objective, a home visit must be conducted for all children with one or more venous blood lead levels greater than or equal to 5 micrograms per deciliter. After the initial home visit, the Nursing Case Management Report should be completed. The Nursing Case Closure Report should be completed when the case is closed.

2) ENVIRONMENTAL: For this objective, a full environmental lead hazard investigation meeting the requirements of DHS 163 and using the DHS templates must be completed for all children with one or more venous blood lead levels greater than or equal to 5 micrograms per deciliter. This includes, within 10 working days after receiving all sample results, completion of the Property Investigation form, a risk assessment report, issuance of a property owner work order letter with work specifications to address the identified lead hazards and a scope of work. Also, when the work orders are finished, this must include within 10 working days after receiving all sample results completion of the Property Investigation Closure form and a clearance report indicating that the hazards have been controlled.

The completed nursing and environmental forms and documents above must be promptly attached to the pertinent patient and address records in the Healthy Homes and Lead Poisoning Surveillance System (HHLPPS) using HHLPPS Job Aids 3.14: Patient Attachments and 4.3: Adding Attachments (<https://www.dhs.wisconsin.gov/lead/hhlpps-job-aids.htm>).

The environmental lead hazard investigation must include a child's primary residence and all pertinent secondary residences, and other areas where the child may be exposed to lead hazards. The procedure for the investigation is outlined in Chapter 7 and Appendix B of the WCLPPP Handbook for Local Health Departments and is conducted at lower blood lead levels than required by state statute (Wis Stat 254). Also see reference: ¿Low Level Lead Exposure Harms Children: A Renewed Call for Primary

Contract Agreement Addendum: Exhibit II(B)

**Contract #:** 52825

**Agency:** De Pere Department of Public Health

**Contract Year:** 2022

**Program:** Childhood Lead Consolidated

**Objective #:** 1 of 1

**Objective Value:** \$1,876

Prevention<sub>g</sub> (CDC Advisory Committee on Childhood Lead Poisoning Prevention, January 4, 2012).  
Local health departments should seek third party reimbursement for nurse home visits and environmental lead hazard investigations and clearances for Medicaid-enrolled children by billing Medicaid for these services.

Objective: Risk Profile

Percent of Objective Accomplished

|    |     |     |     |     |     |     |     |     |     |     |     |      |
|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 0% | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 85% | 90% | 95% | 100% |
|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|

Corresponding Percentage Recoupment

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Corresponding Potential Recoupment Amounts

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Definition of Percent Accomplished

Conditions of Eligibility for an Incentive

**Contract Agreement Addendum: Exhibit II(B)**

**Contract #:** 52825  
**Program:** Immunization

**Agency:** De Pere Department of Public Health  
**Objective #:** 1 of 1

**Contract Year:** 2022  
**Objective Value:** \$8,307

**Objective: Primary Details****Objective Statement**

Template Objective 1

By December 31, 2022, 80% children residing in De Pere Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.

**Deliverable Due Date:** 01/31/2023

**Contract Deliverable (Evidence)**

1) A Wisconsin Immunization Registry (WIR)-generated population-based standard benchmark report, documenting the number of children in De Pere Health Department jurisdiction who turned 24 months of age in 2022 contract year. The end-of-year report should be run with a 30-day buffer to ensure that all updated data have been received by the WIR. With the end-of-year report, include a summary of the accountability targets and the progress achieved, including the activities and interventions conducted. Include any barriers that may have been identified. A template to be used has been provided by the program.

Criteria for the Mid-Year Report:

Birthdate Range: 01/01/2020- 06/30/2020

Evaluation date: 07/01/2022

Run date: 07/01/2022

Criteria for the 2022 End-of-Year Report:

Birthdate Range: 01/01/2020- 12/31/2020

Evaluation date: 01/01/2023

Run date: 02/01/2023

2) An estimated itemized budget must be submitted during the negotiation phase of the contracting process. A template to be used for this budget is provided by the Immunization Program.

**Programs Providing Funds for this Objective**

Immunization: \$8,307

**Agency Funds for this Objective:****Data Source for Measurement**

Wisconsin Immunization Registry Records.

**Baseline for Measurement**

The 2020 end-of-year population-based standard benchmark report will be used to determine the baseline for the 2021 population-based objective.

For the baseline measurement, the following parameters will be used to run the benchmark report:

Birthdate Range: 01/01/2018 - 12/31/2018

Evaluation Date: 01/01/2021

Run Date: After: 01/01/2021

The baseline WIR result was 77% per formula add 3% for an EOY goal for 2022 of 80%

**Context**

Children will be assessed using the standard benchmark report for having 4 DTaP, 3 Polio, 1 MMR, 3 Hib 3 Hepatitis B, 1 varicella and 4 Pneumococcal Conjugate (PCV) vaccination by 24 months of age. Progress towards reaching 80% will be measured using a WIR Benchmark report. Only children who have moved out of the agency's jurisdiction may be removed from the cohort for analysis. Unless you can prove that a child has moved out of your jurisdiction, you cannot remove him/her from your cohort.

Guidelines for determining increase needed for progress towards 2022 goals, using the 2020 end-of-year coverage rate as the baseline (see Section E).

Required Increase:

Greater or equal to 59% - 5% Above Baseline

60-69% - 4% Above Baseline

**Contract Agreement Addendum: Exhibit II(B)****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022**Program:** Immunization**Objective #:** 1 of 1**Objective Value:** \$8,307

70-79% - 3% Above Baseline

80-85% - 2% Above Baseline

86-89% - 1% Above Baseline

Greater or equal to 90 - Maintain

A list of accountability targets, or activities that will be conducted in order to achieve the objective goal, MUST be provided by or at the time of contract negotiation. Agencies should consult the Addendum of the Immunization Program Boundary Statement or their regional Immunization Program advisor for assistance in determining activities and interventions that will help them achieve the required increase for their population assessment.

**Context Continued****Input Activities**

The De Pere Health Department agrees to implement the following accountability targets during the grant period to include:

Tracking

Coordination of immunization services with other LHD and tribal programs

Sharing information with area physicians

Reminder/recall

Working with schools and daycare centers to promote immunization among attendees

During the 2022 consolidated contract year, the De Pere Health Department will utilize immunization objective funds for COVID-19 activities to include:

- Staffing time for COVID-19 activities.

- Maintaining the immunization delivery infrastructure.

- Planning for safe delivery of immunization services in both public and private sectors.

- Enhance influenza vaccination coverage rates to include staff time, vaccine storage supplies, Influenza clinic planning

**Objective: Risk Profile****Percent of Objective Accomplished**

|    |     |     |     |     |     |     |     |     |     |     |     |      |
|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 0% | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 85% | 90% | 95% | 100% |
|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|

**Corresponding Percentage Recoupment**

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**Corresponding Potential Recoupment Amounts**

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**Definition of Percent Accomplished**

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**Conditions of Eligibility for an Incentive**

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**Contract Agreement Addendum: Exhibit II(B)****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022**Program:** Maternal and Child Health Block Grant**Objective #:** 1 of 2**Objective Value:** \$5,000**Objective: Primary Details****Objective Statement**

Objective 1: COVID-19 Response

By December 31, 2022, the agency will provide infrastructure and leadership support to improve the health of mothers, children, and families during the COVID-19 pandemic.

**Deliverable Due Date:** 01/31/2023**Contract Deliverable (Evidence)**

Biannual REDCap reports.

**Programs Providing Funds for this Objective**

Maternal and Child Health Block Grant: \$5,000

**Agency Funds for this Objective:****Data Source for Measurement**

REDCap

**Baseline for Measurement**

N/A

**Context**

The MCH/CYSHCN Program Parameters apply to this objective. Title V MCH Block Grant funds allow states to redirect these funds to support a state's needs in responding to an evolving issue, such as COVID-19. This objective may be selected only if at least one other MCH objective is selected.

**Context Continued****Input Activities**

1. Potential COVID-19 responses include but are not limited to:

- Support an outbreak investigation.
- Provide support in educating the MCH population about COVID-19 through partnerships with other state agencies, medical providers, and health care organizations.
- Work closely with state and local emergency preparedness staff to assure that the needs of the MCH population are represented.
- Fund infrastructure that supports the response to COVID-19. For example, Public Health Nurses who are routinely supported through the Title V program may be able to be mobilized, using Title V funds or separate emergency funding, to support a call center or deliver health services.
- Partner with parent networks and health care providers to provide accurate and reliable information to all families.
- Engage community leaders, including faith-based leaders, to educate community members about strategies for preventing illness.

2. Maintain a link to the Well Badger Resource Center website and searchable directory at: [www.WellBadger.org](http://www.WellBadger.org). Display and provide marketing information and referral resources and services for Well Badger. Provide a voice message for the Well Badger Resource Line:

Call: 1-800-642-7837

Text: 608-360-9328

Email: [help@wellbadger.org](mailto:help@wellbadger.org)**Objective: Risk Profile****Percent of Objective Accomplished**

|    |     |     |     |     |     |     |     |     |     |     |     |      |
|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 0% | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 85% | 90% | 95% | 100% |
|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|

**Corresponding Percentage Recoupment**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Corresponding Potential Recoupment Amounts**

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**Contract Agreement Addendum: Exhibit II(B)****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022**Program:** Maternal and Child Health Block Grant**Objective #:** 1 of 2**Objective Value:** \$5,000**Definition of Percent Accomplished****Conditions of Eligibility for an Incentive**

**Contract Agreement Addendum: Exhibit II(B)****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022**Program:** Maternal and Child Health Block Grant**Objective #:** 2 of 2**Objective Value:** \$4,237**Objective: Primary Details****Objective Statement**

Objective 4: Adolescent Well-Being

By December 31, 2022, the agency, in collaboration with community partners, will implement and evaluate strategy \_1\_ to decrease rates of adolescent emotional distress.

**Deliverable Due Date:** 01/31/2023**Contract Deliverable (Evidence)**

Data in REDCap to document data and learning community calls/meetings.

**Programs Providing Funds for this Objective**

Maternal and Child Health Block Grant: \$4,237

**Agency Funds for this Objective:****Data Source for Measurement**

REDCap and quarterly Learning Community attendee list.

**Baseline for Measurement**

N/A

**Context**

The MCH/CYSHCN Program Parameters apply to this objective. This work will address the Title V National Performance Measure for adolescent injury prevention: Rate of hospitalization for non-fatal injury per 100,000 adolescents 10 through 19; and the Title V State Performance Measure: Prevalence of adolescent hopelessness and prevalence of adolescents who have been bullied on school property.

**Context Continued****Input Activities**

Implement and evaluate the selected strategy with activity details identified in the 2021 Supplement to GAC Objectives.

Strategy 1: Coordinate and/or facilitate skills-based, gate keeper, risk behavior recognition, and other evidence-based suicide prevention and mental health promotion trainings with local community coalitions and other partners.

Core Activities:

- Collaborate with Mental Health America of Wisconsin and local suicide coalitions to promote gatekeeper trainings such as QPR (Question, Persuade and Refer), (Youth) Mental Health First Aid, ASSIST, CONNECT or adverse childhood experiences and trauma-informed care education/training.
- Collaborate with law enforcement and other partners on strategies to restrict means such as distribution of firearm locks and access to medication drop boxes.
- Participate on the local CDR team.\*

Strategy 2: Collaborate with local schools on the implementation of evidence-based suicide prevention programs or trainings directed to at-risk youth and/or the development and implementation of evidence-based bullying prevention policies and strategies. Local and state-level results from the Youth Risk Behavior Survey can inform program and training development and evaluation.

Core Activities:

- Collaborate with Mental Health America of Wisconsin and/or local suicide coalitions in the planning and implementation of evidence-based suicide prevention programs, such as:
  - Trevor Lifeguard Workshop: (<http://www.sprc.org/resources-programs/trevor-lifeguard-workshop>)
  - ACT on FACTS: (<http://www.sprc.org/resources-programs/making-educators-partners-youth-suicide-prevention-act-facts>)
  - Signs of Suicide: (<http://www.sprc.org/resources-programs/sos-signs-suicide>)
  - Hope Squad: <https://hopesquad.com/>
  - Sources of Strength: <https://www.sprc.org/resources-programs/sources-strength> OR <https://sourcesofstrength.org/>
- Utilize and promote anti-bullying resources from the Wisconsin Department of Public Instruction
- Promote peer support resources, such as The Prism Program (LGBTQ+ specific) , Youthline, and Iris Place peer-support warmline.
- Participate on the local CDR team.\*

Strategy 3: Promote Zero Suicide principles and practices with health care providers and health care systems.

Core Activities:

- Collaborate with Mental Health America of Wisconsin and local suicide coalitions to implement the Zero Suicide toolkit.

**Contract Agreement Addendum: Exhibit II(B)****Contract #:** 52825**Agency:** De Pere Department of Public Health**Contract Year:** 2022**Program:** Maternal and Child Health Block Grant**Objective #:** 2 of 2**Objective Value:** \$4,237

(<http://zerosuicide.sprc.org/toolkit>) with health care providers and health care system.

- Coordinate and/or provide training to Emergency Departments(ED) utilizing available resources (e.g. ED focused tools from Zero Suicide, CALM (Counseling on Access to Lethal Means) training) and include planning for continuity of care after an ED visit.

- Participate on the local CDR team and ensure reporting in the National Case Reporting System, to align with the team's prevention recommendations.\*

2. Collaborate with community partners.

3. Participate in all Quarterly Learning Community meetings/calls to support progress on the MCH National Performance Measure related to adolescent suicide and self-harm prevention.

4. Maintain a link to the Well Badger Resource Center website and searchable directory at: [www.WellBadger.org](http://www.WellBadger.org). Display and provide marketing information and referral resources and services for Well Badger. Provide a voice message for the Well Badger Resource Line:

Call: 1-800-642-7837

Text: 608-360-9328

Email: [help@wellbadger.org](mailto:help@wellbadger.org)

\*For those jurisdictions with no CDR team, consult with your contract monitor.

**Objective: Risk Profile****Percent of Objective Accomplished**

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| 0% | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 85% | 90% | 95% | 100% |
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**Corresponding Percentage Recoupment**

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**Corresponding Potential Recoupment Amounts**

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**Definition of Percent Accomplished**

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**Conditions of Eligibility for an Incentive**

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# Boundary Statements for All 2022 DPH Consolidated Contract Funding

Please note: This attachment includes Boundary Statements for all funding associated with the DPH 2022 Consolidated Contract. Individual agencies may not receive all funding.

## Wisconsin Childhood Lead Poisoning Prevention Program Program Boundary Statement

For each performance-based contract program, the Division of Public Health has identified a boundary statement. The boundary statement sets the parameters of the program within which the local public health and tribal agencies (LPHA) will need to set its objectives.

### **Program Boundary Statement:**

Local childhood lead poisoning prevention programs are to implement objectives that will protect children against lead poisoning and eliminate it as a major childhood disease. The impact of LPHA activities should result in decreasing lead hazards in the environment(s) of children and increasing early detection and treatment of lead poisoning in children up to age 16. All children up to age 16 who have an elevated blood lead level should receive environmental and nursing interventions.

Education activities are to be targeted at community members who play a role in preventing lead exposure, eliminating lead hazards, providing blood lead testing, or providing medical or environmental follow-up to children who are lead poisoned (greater than or equal to 5 micrograms per deciliter [mcg/dL]).

### **Long-term Program Goal:**

To eliminate childhood lead poisoning in Wisconsin.

### **Annual Program Goals:**

- Increase the involvement of community members in childhood lead poisoning prevention activities
- Increase the availability of lead-safe housing for families with young children
- Educate parents so they have the knowledge and skills necessary to protect their children from lead hazards
- Increase blood lead testing of children who are in the target populations
- Provide intervention for children with blood lead levels greater than or equal to 5mcg/dL
- Provide comprehensive property investigations for children up to age 16 with elevated blood lead levels, including adequate documentation of environmental lead sources, work orders and property clearance

### **Target Populations:**

Highest-risk children for blood lead testing include those 0-5 years of age who meet one or more of the following criteria:

- live in high-risk neighborhoods,
- live, or spend significant time, in pre-1950 housing,
- live in pre-1978 housing undergoing renovation or remodeling,
- are eligible for the Medicaid or WIC program,
- have a sibling or playmate who has lead poisoning.

### **References:**

#### Federal Regulations and Guidelines:

- Educational Services for Children Affected by Lead Expert Panel, *Educational intervention for children affected by lead*. Atlanta: U.S. Department of Health and Human Services (April 2015;  
[https://www.cdc.gov/nceh/lead/publications/Educational\\_Interventions\\_Children\\_Affected\\_by\\_Lead.pdf](https://www.cdc.gov/nceh/lead/publications/Educational_Interventions_Children_Affected_by_Lead.pdf)).

- CDC Advisory Committee on Childhood Lead Poisoning Prevention, *Low Level Lead Exposure Harms Children: A Renewed Call for Primary Prevention*. Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, ([http://www.cdc.gov/nceh/lead/ACCLPP/Final\\_Document\\_030712.pdf](http://www.cdc.gov/nceh/lead/ACCLPP/Final_Document_030712.pdf), CDC, January 2012)
- *CDC Response to the ACCLPP Recommendations*, Atlanta: U.S. Department of Health and Human Services (June 7, 2012; [http://www.cdc.gov/nceh/lead/acclpp/cdc\\_response\\_lead\\_exposure\\_recs.pdf](http://www.cdc.gov/nceh/lead/acclpp/cdc_response_lead_exposure_recs.pdf)).
- U.S. Dept of Housing and Urban Development, *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing*. (2012 Edition; [https://www.hud.gov/program\\_offices/healthy\\_homes/lbp/hudguidelines](https://www.hud.gov/program_offices/healthy_homes/lbp/hudguidelines)).
- Centers for Medicare and Medicaid Services, *State Medicaid Manual, Part 5. Early and Periodic Screening, Diagnosis and Treatment*. Section 5123.2, page 5-15, not on-line

#### State of Wisconsin Statute and Administrative Rules:

- WI Statute Chapter 254: *Environmental Health* (<http://docs.legis.wi.gov/statutes/statutes/254.pdf>)
- WI Administrative Rule DHS 163: *Certification for the Identification, Removal and Reduction of Lead-Based Paint Hazards* ([http://docs.legis.wisconsin.gov/code/admin\\_code/dhs/110/163.pdf](http://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163.pdf))
- WI Administrative Rule DHS 181: *Reporting of Blood Lead Test Results* ([http://docs.legis.wisconsin.gov/code/admin\\_code/dhs/110/181.pdf](http://docs.legis.wisconsin.gov/code/admin_code/dhs/110/181.pdf))

#### Program Policies and Guidance Documents:

- WI Blood Lead Screening Guidelines for Children (Revised 2014; <https://www.dhs.wisconsin.gov/lead/links/wibloodleadscreeningrecommendations.pdf>)
- WCLPPP Handbook for Local Health Departments (Revised 2014; <http://www.dhs.wisconsin.gov/publications/p00660.pdf>); under the Handbook tab)
- Nursing and environmental investigation forms and templates; (<https://www.dhs.wisconsin.gov/lead/ph-intervention.htm>; under the Forms and Templates tab)
  - [Nursing Case Management Report](#) (F-44771A)
  - [Nursing Case Closure Report](#) (F-44771B)
  - [Property Investigation Report](#) (F-44771C)
  - [Property Investigation Closure Report](#) (F-44771D)
  - [Risk Assessment Report](#) (template)
  - [Work Specification Language for Lead Hazard Reduction](#) (list of work spec options)
  - [Work Orders Letter](#) (template)
  - [Scope of Work](#) (template)
  - [Clearance Report](#) (template)
- *How to Do A Lead Risk Assessment* video (<https://www.youtube.com/watch?v=QOrhcnYKUwU>)
- Healthy Homes and Lead Poisoning Surveillance System (HHLPPS) Job Aids (<https://www.dhs.wisconsin.gov/lead/hhlpps-job-aids.htm>)
- Medicaid reimbursement for lead-related services (<https://dhs.wisconsin.gov/lead/medicaid-reimbursement.htm>)

#### Acceptable Program Objectives:

- Objectives that involve blood lead testing at WIC for uninsured children.
  - Local health departments should seek Medicaid reimbursement for blood lead testing of Medicaid-enrolled children. This may require establishing contracts with the managed care organizations within their community.

- Objectives that involve direct provision of services to families with children at high risk for, or with, lead poisoning.
- Objectives that build capacity in a community to prevent lead poisoning and increase the availability of lead-safe housing to families of young children.
  - This involves going beyond the one-to-one transfer of information to building partnerships with targeted organizations or groups that can assist in maximizing community resources to meet the goal of eliminating lead poisoning. For example, reaching out to child care regulators, child care providers and home visitors who provide service to or work with the target population, parents or caregivers of young children.

#### **Unacceptable Program Objectives:**

- Objectives for general educational outreach, such as health fairs or public service announcements, will not be accepted.

#### **Relationship to the Wisconsin Health Improvement Plan and its Priorities**

Lead exposure can cause permanent brain damage and negatively affect learning, behavior, and health throughout the child's life. Lead exposure can have an impact on each of the Division of Public Health's Health Improvement Plan Priorities.

- **Alcohol and Opioid Abuse.** Many studies have found strong associations between higher blood lead levels and aggressive behavior, impulsivity, hyperactivity, and attention impairment. Children exposed to even moderate amounts of lead are more likely to exhibit behavior problems in childhood, to engage in risky behavior, such as alcohol or drug abuse, in the teenage years, or engage in violent or criminal behavior in young adulthood.
- **Tobacco.** Tobacco smoke continues to be a substantial source of exposure to lead in the U.S. population in general. There is a linear relationship between smoke exposure and blood lead levels (BLLs) in youth and adults. Youths with secondhand smoke exposure have BLLs suggestive of the potential for adverse cognitive outcomes.
- **Nutrition and Physical Activity.** A) *Nutrition:* Children with an adequate amount of calcium, iron, and zinc in their diets absorb less lead than children with dietary deficiencies. In addition, a compromised nutritional state makes one more susceptible to the damaging effects that result from increased absorption of ingested lead. Adults who have calcium deficiency and simultaneously experience other conditions that would normally mobilize calcium from the bones may mobilize lead that has been stored in bone tissue into the blood. For example, a pregnant woman who has a low dietary calcium intake may release stored lead from her bones into her blood, where it becomes available to the fetus.  
B) *Physical activity:* Lead exposure in childhood has been shown to adversely affect the child's ability to maintain upright balance and other neuromotor performance capabilities, such as bilateral coordination, upper-limb speed and dexterity, and fine motor coordination. Teens and adults who were lead-poisoned as young children are more likely to experience poor upright balance, coordination, and motor skills, and increasing long-term injury risk.
- **Suicide.** Researchers have found that men and women in their 20s and 30s with the highest levels of lead in their blood were more than twice as likely to suffer from major depression as their peers with the lowest blood lead levels, while their risk of panic disorder was nearly five times greater. Research has also shown that teens that were lead-poisoned as young children are more likely to develop depression and panic attacks.

## 2022 Program Boundary Statement

### Wisconsin Immunization Program

For each performance-based contract program, the Division of Public Health has identified a boundary statement. The boundary statement sets the parameters of the program within which the local health department (LHD), tribe or agency will need to set its objectives. The boundaries are intentionally as broad as federal and state law permit to provide maximum flexibility.

However, if there are objectives or program directions that the program is not willing to consider or specific programmatic parameters, those are included in the boundary statement. LHDs, tribes and agencies are encouraged to leverage resources across categorical funding to achieve common program goals. The Wisconsin Immunization Program aligns well with the boundaries of the Women, Infants, and Children (WIC) and Maternal and Child Health (MCH) programs.

#### Program Boundary Statement:

The LHD's immunization program is expected to administer vaccines primarily to children from birth through 18 years of age. The LHD will assure the development and maintenance of a jurisdiction-wide immunization infrastructure necessary to raise immunization levels for universally recommended vaccines. The LHD is expected to maintain immunization levels for the clients served by the agency based on the current Advisory Committee on Immunization Practices (ACIP) recommendations. In addition, the LHD will assure adequate surveillance, prompt reporting and epidemiologic follow-up of vaccine preventable diseases. LHD's will provide perinatal Hepatitis B case management services as outlined in the Wisconsin Perinatal Hepatitis B Prevention Program Manual. In addition, every LHD must have at least one staff member watch the perinatal hepatitis B training webinar. The LHD will follow the Immunization Policy and Procedure Manual developed and distributed by the Wisconsin Immunization Program, unless otherwise agreed upon. It will also assure that community wide systems are in place to prevent vaccine preventable diseases such as diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Haemophilus influenzae B, varicella, pneumococcal disease, meningococcal disease, influenza, rotavirus, human papillomavirus (HPV), and hepatitis A and B. To ensure that funds provided for this program through the consolidated contract are used effectively, the contractee will be required to measure the outcome of its efforts to achieve goals. The LHD will establish and maintain partnerships with all immunization providers in its jurisdictions.

#### Long-term Program Goals:

The Wisconsin Immunization Program has reviewed and analyzed Healthiest Wisconsin 2020 and CDC's Healthy People 2020, the plans available at the time of review, to ensure that its program goals are aligned. The Program will continue to evaluate progress towards the 2020 goals on an annual basis.

The annual Consolidated Contract process is an important component of the Wisconsin Immunization Program's efforts to use evidence-based practices and data-driven activities to improve immunization rates. To that end, state, regional and local public health entities have a leadership role in educating for, implementing, assessing and assuring population-based immunization activities to meet local, state and federal immunization goals and objectives. Due to limited resources, high leverage activities need to be prioritized, thus having the greatest impact on programmatic functions and stated goals within the defined public health functions of assessment, policy development, and assurance.

Currently, Wisconsin's rate for the 4:3:1:3:3:1:4 series for children aged 19-35 months is 69.2% (NIS 2017 data). Through performance-based contracts, we can execute population-based immunization activities to achieve local, state and federal immunization goals aimed at having 80% percent of Wisconsin children aged 19-35 months who received all universally recommended vaccines (4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hep B, 1 Varicella and 4 PCV [4:3:1:3:3:1:4]). The 2019 Wisconsin Immunization Registry (WIR) statewide coverage rate for children 24 months of age is 72.13% for 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hep B, 1 Varicella and 4 PCV [4:3:1:3:3:1:4].

Currently, the 2017 NIS-Teen estimated Tdap, MCV4, and HPV coverage rates among Wisconsin adolescent males and females aged 13-17 years are Tdap (1), 90.3%; Meningococcal (1), 83.8%; HPV(1), 69.2%; HPV(2), 57.4%; and HPV(3), 40.7%. The 2019 Wisconsin Immunization Registry (WIR) adolescent statewide immunization coverage rates for both males and females aged 13-18 year olds are HPV (1) 59.25%, HPV Complete 46.02%, Meningococcal (1) 72.98%, Tdap (1) 78.95%.

The percentage of students who met the minimum immunization requirements was 91.7% for the 2019-2020 school year (2020-2021 data should be published by August 2021). Noncompliant students were comprised of 1.8% who were behind schedule and 0.5% who had no record. The percentage of students with a waiver (personal conviction, religious, or medical) for one or more immunizations increased from 1.6% during the 1997-1998 school year to 5.1% during the 2019-2020 school year. Percentages of students with religious and medical waivers have remained relatively constant, but the percentage of students with a personal conviction waiver increased from 1.2% during the 1997-1998 school year to 4.4% during the 2019-2020 school year.

#### Annual Wisconsin Immunization Program Goals:

For 2022, increase the percent of Wisconsin children ages 19-35 months who receive all the universally recommended vaccines of 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 HepB, 1 Varicella and 4 Pneumococcal (PCV13) to the Healthy People 2020 goal of 80% for 4:3:1:3:3:1:4. An additional goal will be to increase the effective use of the Wisconsin Immunization Registry (WIR) or an immunization registry capable of interfacing with the WIR. Effective use is evidenced by an increase in the overall jurisdictional rise in

immunization levels. LHDs must explore jurisdiction-specific practices to increase the number and effective use of registries as described above.

For 2022, increase the percent of Wisconsin adolescent children ages 11-12 that receive Tdap and MCV4 and are HPV Complete to the Healthy people 2020 goal. Also, an additional goal will be to increase the HPV initiation and completion of the series in adolescents by strongly recommending adolescent vaccines to parents of 11 through 18 year old children.

For 2022, achieve 100% timely reporting of the School Report to Local Health Department (F-04002), according to DHS 144.07(4), Wis. Admin. Code.

#### Target Populations:

The Immunization Program primarily serves Wisconsin children ages 0-18 years.

#### References:

##### Federal Regulations/Guidelines:

Centers for Disease Control and Prevention (CDC), Grant Award Terms & Conditions, Federal Regulations and Policies

CDC Current ACIP Recommendations

CDC Vaccines for Children (VFC) Program Operations Guide

CDC "Pink Book"

CDC Healthy People 2020

CDC National Immunization Survey (Note: Use interactive menus on VaxView pages.)

##### State of Wisconsin Statutes/Guidelines:

WI Statute 252

WI Administrative Rule DHS 144

WI Administrative Rule DHS 145

WI State Health Plan: "Healthiest Wisconsin 2020", including the Implementation Plan

Wisconsin Immunization Program Policies: Immunization Policy and Procedure Manual, 2010

## Wisconsin Immunization Registry (WIR) User Manual

### Core Competencies for Public Health Professionals

([http://www.phf.org/resourcestools/pages/core\\_public\\_health\\_competencies.aspx](http://www.phf.org/resourcestools/pages/core_public_health_competencies.aspx))

Note: Click “Cancel” if login credentials are requested after following the link. Then click “Download this File” on the Public Health Foundation’s website to access the core competencies PDF file.

### Optimal or Best Practice Guidance:

Contractees must use the WIR or an electronic immunization population-based data system that links with the WIR.

Contractees should make every effort to identify and link immunization outreach and promotion activities with existing local health department efforts targeted at high risk families. These may include but are not limited to: perinatal care coordination (PNCC), WIC programming and education, new-baby mailings and home visits, LHD health check programming, Birth to 3 programming, developmental screening programs, safe and healthy home inspections, Preparedness education for families, lead screening programs, school and daycare efforts, and reproductive health programming, etc.

Contractees must engage and foster community partnerships to 1) identify and address the needs of high-risk populations in a culturally competent and linguistically appropriate manner and 2) educate families and the community on the importance of on-schedule immunization of children.

Contractees should make every effort to share information on vaccine preventable diseases, immunization, and local assessment data with local private health care providers and key community stakeholders to include community based organizations in an effort to increase immunization coverage rates within their jurisdictions.

### Unacceptable Proposals:

The Wisconsin Immunization Program will not accept any objectives other than the template objectives in effect for the contract year. Once a population-based template objective has been negotiated, the addition of a unique objective may be considered through consultation with your Immunization Program representative.

Past programmatic template objectives may not fit into the new framework in which we are trying to achieve these goals. Use of past objectives will require negotiation and does not guarantee acceptance.

#### Relationship to State Health Plan: Healthiest Wisconsin 2020:

The vision of Healthiest Wisconsin 2020 (HW2020) is “everyone living better, longer.” This was chosen to stress the importance of living a quality life from birth to old age, and to be inclusive of all communities and regions.

Complementing HW2020’s vision are two goals. The first goal is to improve health across the lifespan. This preventative approach emphasizes the importance of starting healthy practices at a young age in order to avoid acute and chronic disease and injury, and continuing them until the end of life. The second goal of HW2020 is to eliminate health disparities and achieve health equity.

#### Communicable Diseases:

##### Immunize

Prevent disease, including strategies to reduce disparities in high risk populations

Communicable disease prevention and control protect both individuals and entire populations. Effective immunizations have drastically reduced many, once common communicable diseases. Prompt identification and control of communicable diseases reduce illness and premature deaths, health costs, and absenteeism.

#### Objective 1

By 2020, protect Wisconsin residents across the life span from vaccine preventable diseases through vaccinations recommended by the U.S. Advisory Committee on Immunization Practices (ACIP).

#### Objective 2

By 2020, implement strategies focused to prevent and control reportable communicable diseases and reduce disparities among populations through higher immunization rates.

#### Addendum

Activities should focus on both individual/family-based interventions and community/system-based interventions where an immunization intervention might be used to reach high risk persons for increasing immunization rates. Examples include:

#### Community/System Activities

##### Registry

Promote the use of and enrollment in immunization registries and electronic health records that interface with WIR with private providers in your community.

Work with private medical doctors to utilize registries.

Contact private providers not currently using a registry to help facilitate in any way possible the use of WIR or a registry capable of interfacing with WIR (e.g., arrange a demonstration of WIR, coordinate with WIR Implementation Coordinator for training, offer to assist in facilitation of data entry).

Work with private providers to best utilize WIR when necessary to assure that immunization data will be entered accurately and in a timely manner.

Tracking and recall shall be conducted at least every other month as recommended by the Wisconsin Immunization Program's Immunization Policy and Procedure Manual.

##### Media

Expand immunization media coverage to include "expert" guest columns.

Share stories on the benefits of immunization.

Implement media outreach strategies in support of childhood immunization in the community.

Market immunizations through social networks (e.g. Twitter, Facebook, websites, texting, etc.). Marketing must be in compliance with HIPAA and confidentiality rules and regulations.

## Community Outreach

Use zip-code level data to inform outreach in areas of low vaccination coverage.

Identify strategies to outreach under-immunized populations in your jurisdiction, e.g. church bulletin inserts, community newsletter information, “School Friday Folder” or backpack inserts to promote immunizations.

Ensure resources are culturally appropriate for ethnic groups in your community (i.e. correct language)

Work with community based organizations such as local food banks, to educate the community and promote immunizations.

Meet with local medical societies, Rotary and/or Kiwanis clubs to gain support for local public health population based efforts in the county or jurisdiction

Work with parish nurses at congregations to promote on-schedule immunization.

Partner with pharmacies to help vaccinate patients during clinic off-hours and promote immunizations.

Provide education to child health care center providers on the importance of keeping immunizations up-to-date (UTD) for children in their care.

Promote immunizations by having an informational flyer at the Department of Motor Vehicles (DMV) office in your jurisdiction.

Ask the county board chairperson to set one day during the school year as “Check Your Child/Adolescent Immunization Record Day”.

Community prevention and preparedness strategies should also include emphasis on UTD immunizations.

## Provider Outreach

Share current immunization information or provide an annual immunization update with providers in your community.

Plan an immunization workshop for immunization providers.

Promote childhood/adolescent immunizations by routinely measuring your jurisdiction's immunization coverage levels and share the results with staff and the medical community.

Meet with department head of pediatrics, nursery, OB or family medicine at local hospitals to promote on-schedule immunization of children, including birth dose of Hepatitis B.

Work with hospital perinatal educators to promote on-schedule immunization of infants, including birth dose Hepatitis B and Tdap and Influenza vaccine for new mothers and close contacts of infants.

#### School Outreach

Work with schools to promote the importance of immunization and school requirements.

Work with schools that have high waiver rates or decreasing compliance rates.

Work with school staff to provide education for parents choosing personal conviction waivers.

Work with schools to garner compliance with the school immunization law, DHS 144 Wis. Admin. Code.

Work with schools to ensure timeliness and accuracy of the School Report to Local Health Department.

Promote adolescent immunizations at school sporting events (e.g., signs at the concession stands).

Provide promotional materials to school health classes to promote the adolescent platform.

#### Coalitions

Share immunization assessment data with local private providers and local coalitions.

Actively seek new community coalition members (non-traditional)

Create, join, or support an immunization coalition.

Outline a community immunization action plan with coalition members to improve immunization coverage.

Partner with a nearby coalition to help raise HPV immunization rates in your jurisdiction.

Individual/Family Activities Check immunization records at lead screening sites.

PNCC clients – have an immunization education module and follow birth with appointment for the 1:1:1:1 vaccination series.

Check records of children of women being followed for inter-conception counseling.

Follow breast feeding mothers at 1-2 months and check on first immunization appointment.

Include Immunization teaching in all Health Education Activities targeted to MCH populations.

Promote the public access component of WIR.

Partner with WIC to promote immunizations.

Assess and provide any needed immunizations at WIC appointments.

Use early intervention developmental profile (EIDP) education to assure that young women are fully immunized and/or referred for immunizations.

Provide accurate information to parents regarding vaccine safety.

Provide adolescent immunization information at sexually-transmitted disease (STD) clinics (during follow up), family planning, and pre-natal classes (especially those who might have pregnant teens in them).

Use teach-back methods for parents to understand the importance of immunization and to understand what immunizations are recommended the first time they hear it.

Keep message short

Use active voice

Frame ideas in the here and now

Avoid jargon and define unfamiliar terms

Write as you would speak

## 2022 Program Boundary Statement Radon Program

For each performance-based contract program, the Division of Public Health has identified a boundary statement. The boundary statement sets the parameters of the program within which the local public health department (LPHD), Tribe or agency will need to set its objectives. The boundaries are intentionally as broad as federal and state law permit to provide maximum flexibility. However, if there are objectives or program directions that the program is not willing to consider or specific programmatic parameters, those are included in the boundary statement.

### Program Outline:

Objectives for reducing exposures to elevated indoor radon in homes are funded for two classes of agencies:

Radon Information Centers (RICs): Seventeen local health or environmental agencies will be funded to deliver eight services of a single objective, each agency to multiple counties (a region). Services include: outreach, public consultation, proficiency certification, coordination with DPH, database, and field site visits.

Local health agencies other than RICs will not be funded in 2022.

**Long-term Program Goals:** The Outcome Goal is reduction of lung cancer incidence by reducing exposures of the public to indoor radon. An Output Goal is that every home with ground contact be tested for radon, identifying those with exposures to residents averaging higher than 4 pCi/L in occupied spaces, and reducing those to far below 4 pCi/L with the mitigation method recommended by US EPA. Another Output Goal is that new homes be built with features recommended as effective in helping to keep radon out of the indoor air.

### Target Populations:

- Residents of all homes in Wisconsin having ground contact.
- Residents in regions of the Wisconsin radon risk map where higher percentages have elevated radon.

Every home with ground contact should be tested, because:

- Homes with elevated radon have been found in virtually every zip code in Wisconsin;
- The radon in any particular home is not predictable;
- Neighboring homes tend to have greatly dissimilar concentrations;
- Radon screening tests may be made for as little as \$10 and radon mitigation is available at reasonable cost.
- The only way for homeowners to know if their radon is elevated is to test.

### References:

Federal Guidelines and state statute

- **US EPA: *Citizen's Guide to Radon***
- US EPA: Home Buyers and Sellers Guide to Radon
- US EPA: Consumers' Guide to Radon Reduction
- State of Wisconsin Statutes s. 254.34

**Program Policies**

- Policies of the US EPA regarding measurement, mitigation and risk reduction for radon in homes, as reflected in the three EPA documents above, should be recommended. No others have been specified in state legislation.

**Unacceptable Proposals:**

- Radon measurement for building types other than homes will not be funded. Advising them is done only by DPH in coordination with RICs, because measurement protocols, interpretation of results in terms of risk, and methods of mitigation can differ from those for various building types.
- Funds will not be provided to pay for radon mitigation itself.

**Relationship to Division of Public Health Strategic Plan**

Practice: Expand the Understanding of What Creates Health

1.1 Build a Shared understanding for advancing health equity and social determinants of health.

Strategy: Housing is a social determinant of health. Engaging communities across the state in understanding that the conditions in which people live have a wide range of health outcomes. Testing and mitigating for radon can lower lung cancer risks for both smokers and non-smokers.

**Methodology:**

- Use indicators to show increase the percentage of homes with healthy, safe environments in all communities with a focus on minority, low income, and underserved areas. Indicators for the radon program include number of test results returned and number of radon mitigations performed.
- Updating online mapping tools regularly can show risk potential for radon in areas across the state.
- Move state and local policy toward radon resistant new construction for all new homes being built.

## 2022

# Maternal Child Health Program And Children and Youth with Special Health Care Needs Program Program Parameters

The Title V Maternal and Child Health (MCH) Services Block Grant creates Federal-State-Local partnerships to develop state and local systems to meet the critical challenges facing women, children, youth, families, children with special health care needs (CYSHCN) and communities. Local health agencies and tribal agencies are encouraged to work with community and state partners to achieve common program goals as well as to assure coordination with all the CYSHCN Programs that serve children and youth with special health care needs (i.e., the Regional Centers for CYSHCN and others) as appropriate. States must use at least 30% of Title V Block Grant funds for preventive and primary care programs serving children; and 30% to support programs for CYSHCN.

### Target Populations

The populations to be served are all infants, children and youth, including children and youth with special health care needs, pregnant women, and their families, with a special focus on those at risk for poor health outcomes.

### State MCH/CYSHCN Priorities and Performance Measures

The 2020 MCH Needs Assessment led to the identification of MCH/CYSHCN priorities and performance measures for 2021-2025.

#### *MCH Program Priority Areas:*

- Advance Equity and Racial Justice
- Assure Access to Quality Health Services
- Cultivate Supportive Social Connections and Community Environments
- Enhance Identification, Access and Support for Individuals with Special Health Care Needs and their Families
- Foster Positive Mental Health and Associated Factors
- Improve Perinatal Outcomes
- Promote Optimal Nutrition and Physical Activity

#### *National and State Performance Measures by Population Domain:*

- Women/Maternal Health
  - Annual Preventive Visit
- Perinatal/Infant Health
  - High Quality Perinatal Care
  - African American Infant Mortality
  - Breastfeeding
- Child Health
  - Developmental Screening
  - Physical Activity – Ages 6 through 11
- Adolescent Health
  - Injury Hospitalization – Ages 10 through 19
  - Adolescent Well-Being
- Children and Youth with Special Health Care Needs
  - Medical Home
  - Transition - from pediatric to adult health care
- Cross-cutting/Life course
  - Social Connectivity
  - Representative Participation

## Maternal Child Health Program (MCH) Program Parameters: Required Activities

Local public health departments and tribal agencies receive Title V MCH funds for strategies supporting select MCH National and State Performance Measures. The objectives and strategies outlined for agencies help measure and accomplish the MCH program overall goals related to breastfeeding, child development, adolescent injury prevention, high quality perinatal care, physical activity and nutrition, health equity, and representative participation. LHDs and tribal agencies can use local community health assessments, surveillance data, and other data sources to assist with strategy selection, systematic program planning, and policy development to implement and evaluate each selected strategy. *(See 2022 MCH Objective list with specific strategies for each area of focus).*

### Required Core Activities Include:

1. Implement and evaluate selected/contracted strategies and activities.
2. Collaborate with community partners.
3. Participate in required quarterly Learning Community meetings/calls.
4. Report activities in REDCap quarterly.
5. Exhibit and/or advance knowledge in the following areas: basic quality improvement concepts and terminology, family engagement and leadership, cultural competence, life course theory, Adverse Childhood Experiences (ACE's), trauma informed care principles and application including resilience.
6. Participate in MCH Program evaluation efforts throughout the contract year.
7. Request technical assistance as needed from the MCH contract administrator.
8. Maintain a link to the Well Badger Resource Center website and searchable directory at: [www.WellBadger.com](http://www.WellBadger.com). Display and provide marketing information and referral resources and services for Well Badger. Provide a voice message for the Well Badger MCH/First Step Resource Line:  
 Call 1-800-642-7837  
 Text 608-360-9328  
 Email [help@wellbadger.org](mailto:help@wellbadger.org)  
 WEB [www.wellbadger.org](http://www.wellbadger.org)
9. Maintain an agency webpage and/or social media accounts that link to family resources such as [Text4Baby](#), [Ready4K](#), [WIC](#), and [Mental Health America of Wisconsin](#).
10. All materials for public distribution developed by a grantee funded by the Title V MCH Block Grant must identify the funding source as follows: *"Funded in part by the MCH Title V Services Block Grant, Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services."*
11. **FEDERAL MCH MATCH:** Report **75%** local match in GAC AND in CARs using the Community AIDs Reporting System Expenditure Report (F-00642) form by January 31, 2023. **Please use profile ID # 193002.** (See example below). Grantees receiving federal funds must provide 75% match (\$0.75 local contribution for every \$1.00 federal) for all Title V MCH Block grant funds. Agencies that do not meet their MCH match requirements may be subject to repayment of grant funds. *(Tribal Agencies are not required to report match).*

| DEPARTMENT OF HEALTH SERVICES<br>Division of Enterprise Services<br>F-00642 (06/2015)                                                                                                      |                | COMMUNITY AIDs REPORTING SYSTEM (CARs)<br>EXPENDITURE REPORT |                                |                                            | STATE OF WISCONSIN                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------|--------------------------------|--------------------------------------------|---------------------------------------|
| <b>INSTRUCTIONS:</b><br>1. Report expenses in <b>whole dollar</b> amounts. No formulas.<br>2. See Contract for current Agency Number and Agency Type.<br>3. Complete one line per profile. |                | <input type="checkbox"/> Original Report                     |                                | <input type="checkbox"/> Additional Report | <input type="checkbox"/> Final Report |
|                                                                                                                                                                                            |                | Agency Number                                                |                                | Agency Name                                |                                       |
|                                                                                                                                                                                            |                | Agency Type                                                  |                                | Agency Contact Person                      | DHS Contract Administrator            |
|                                                                                                                                                                                            |                | Report Period (mm/yy)                                        |                                | Agency Contact Phone Number                | Agency Contact Email Address          |
|                                                                                                                                                                                            |                |                                                              |                                | Office Use Only<br>Date entered in CARs    | Operator Initials                     |
| Profile Name                                                                                                                                                                               | Profile Number | Current Net Expense                                          | CTD (Contract to Date) Expense | Comments                                   |                                       |
| MCH Match                                                                                                                                                                                  | 193002         |                                                              | Add Match Dollars              | Required FED Match                         |                                       |
| CYSHCN Match                                                                                                                                                                               | 193001         |                                                              | Add Match Dollars              | Required FED Match                         |                                       |

## Children and Youth with Special Health Care Program (CYSHCN) Program Parameters: Required Activities

The Wisconsin MCH Title V Program funds five **Regional Centers for CYSHCN**, five statewide hubs of expertise, and quality improvement grants to tribal health centers (through the Wisconsin Medical Home Initiative). Objectives and strategies support national performance measures for CYSHCN, which are medical home and youth transition from pediatric to adult health care. In addition, there is a focus on strengthening youth/family/consumer engagement and leadership and health equity. *(See CYSHCN objectives list with specific strategies).*

### **Required Core Activities Include:**

1. Staffing minimum for the Regional Centers: a project director and at least one staff who is a parent/caregiver of a child with special health care needs staff member or a person with a disability. Parent(s) in a leadership administrative capacity is strongly encouraged. Any exceptions to this staffing requirement should be approved by the Regional Center contract administrator.
2. Assure all staff is oriented to develop the knowledge and skills for advancing professional skills, knowledge, and understanding in the following areas: Wisconsin children with special health care needs survey data, quality improvement concepts and terminology, medical home and youth health transition model and concepts, Got Transition domains, family engagement and leadership, CYSHCN care standards, cultural competence, disability and healthcare disparities, health equity, life course theory and applications (including trauma-informed principles and applications including resilience), and population health. See attached list of links to information for each of the knowledge areas.
3. Attend and participate in Network Directors Meetings, Information & Referral Specialists call, Transition Learning Community, Advancing Care Coordination Learning Community calls, and other required meetings or trainings.
4. Collaborate with the CYSHCN Statewide Coordinator to identify issues, and discuss technical assistance needs. (Additional training activities and or education planning shall be done in collaboration with the state CYSHCN staff).
5. Inform state program when making decisions (i.e., fact sheets, news and media releases, proposals, brief reports, program changes to meet deliverables, governor's budget proposals) that impacts the Network, other state agencies and beyond.
6. Complete annual competency assessments (Medical Home and Youth Health Transitions competency assessment or others as indicated).
7. In consultation with the DHS CYSHCN Program, serve in leadership roles on statewide committees and boards to advance and promote awareness of CYSHCN mission and goals.
8. Assure Regional Center and Hub staff is trained in the use of developed curricula, that they use the standardized evaluation form for trainings, and, and that they regularly provide links to resources.
9. Maintain an agency webpage including a link to the Well Badger Resource Center website at: [www.wellbadger.org](http://www.wellbadger.org) and to the [CYSHCN Networks of Support for Families one-pager](#). Provide a voice message for Well Badger when not in the office.  
 Call 1-800-642-7837  
 Text 608-360-9328  
 Email [help@wellbadger.org](mailto:help@wellbadger.org)  
 Web [www.wellbadger.org](http://www.wellbadger.org)
10. Promote and distribute CYSHCN Network partner program information. Display and provide marketing information, referral resources and services for Network partners.
11. Report in REDCap quarterly, participate in mid-year review and produce an end of year work plan report on items not collected in REDCap.

12. Participate in CYSHCN Program evaluation efforts throughout the contract year.
13. Use quality improvement practices throughout your efforts.
14. All materials for public distribution developed by a grantee funded by the Title V MCH Block Grant must identify the funding source as follows: "Funded in part by the MCH Title V Services Block Grant, Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services."
15. **FEDERAL CYSHCN MATCH:** Report 75% match in GAC AND in CARs using the Community AIDs Reporting System Expenditure Report (F-00642) form by **January 31, 2022**. Please use profile **ID # 193001**. (See example below). Grantees receiving federal funds must provide 75% match (\$0.75 local contribution for every \$1.00 federal) for all Title V MCH Block grant funds. Agencies that do not meet their MCH match requirements may be subject to repayment of grant funds. (*Tribal Agencies are not required to report match*).

| DEPARTMENT OF HEALTH SERVICES<br>Division of Enterprise Services<br>F-00642 (06/2018)                                                                                                      |                       | COMMUNITY AIDs REPORTING SYSTEM (CARs)<br>EXPENDITURE REPORT                                                              |                                       |                      | STATE OF WISCONSIN |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------|--------------------|
| <b>INSTRUCTIONS:</b><br>1. Report expenses in <b>whole dollar</b> amounts. No formulas.<br>2. See Contract for current Agency Number and Agency Type.<br>3. Complete one line per profile. |                       | <input type="checkbox"/> Original Report <input type="checkbox"/> Additional Report <input type="checkbox"/> Final Report |                                       |                      | Office Use Only    |
| Agency Number                                                                                                                                                                              |                       | Agency Name                                                                                                               |                                       | Date entered in CARs |                    |
| Agency Type                                                                                                                                                                                |                       | Agency Contact Person                                                                                                     | DHS Contract Administrator            | Operator Initials    |                    |
| Report Period (mm/yy)                                                                                                                                                                      |                       | Agency Contact Phone Number                                                                                               | Agency Contact Email Address          |                      |                    |
| <b>Profile Name</b>                                                                                                                                                                        | <b>Profile Number</b> | <b>Current Net Expense</b>                                                                                                | <b>CTD (Contract to Date) Expense</b> | <b>Comments</b>      |                    |
| MCH Match                                                                                                                                                                                  | 193002                |                                                                                                                           | Add Match Dollars                     | Required FED Match   |                    |
| CYSHCN Match                                                                                                                                                                               | 193001                |                                                                                                                           | Add Match Dollars                     | Required FED Match   |                    |

## Professional and Workforce Development Information and Resources

### Trauma Informed Care

- <https://www.samhsa.gov/nctic/trauma-interventions>

### Quality Improvement Concepts and Terminology

- Basic understanding of the Model for Improvement Institute for Healthcare Improvement Resources – How to Improve pages describe the Model for Improvement  
<http://www.ihl.org/resources/Pages/HowtoImprove/default.aspx>
- Dr. Mike Evans Video: An Illustrated Look at Quality Improvement in Health Care (8:09)  
<http://www.ihl.org/resources/Pages/AudioandVideo/MikeEvansVideoQIHealthCare.aspx>
- National Institute for Children's Health Quality – Model for Improvement  
<http://static.nichq.org/quality-improvement-101/>
- Population Health Improvement Partners' Toolbox of e-modules and videos on quality improvement  
<https://improvepartners.org/toolbox/toolbox-details/qi-videos-tools/>

### Family Engagement and Leadership

- Core Competencies of Family Leaders: A Guide for Families and Organizations  
<http://mofamilytofamily.org/wp-content/uploads/CORE%20COMPETENCIES%20for%20family%20leaders.pdf>
- Patient and Family Engagement: A Framework For Understanding The Elements And Developing Interventions And Policies <https://www.healthaffairs.org/doi/10.1377/hlthaff.2012.1133>
- AUCD Family Competencies  
[https://www.aucd.org/template/news.cfm?news\\_id=114&parent=119&parent\\_title=Family&url=/template/page.cfm?id%3D119](https://www.aucd.org/template/news.cfm?news_id=114&parent=119&parent_title=Family&url=/template/page.cfm?id%3D119)
- DHS Civil Rights Compliance  
<https://www.dhs.wisconsin.gov/civil-rights/index.htm>

## Health Equity

- HRSA Office of Health Equity <https://www.hrsa.gov/about/organization/bureaus/ohe/>
- NACCHO Health Equity and Social Justice <http://www.naccho.org/programs/public-health-infrastructure/health-equity>
- HRSA: Foundational Practices for Health Equity:  
[www.health.state.mn.us/communities/practice/resources/equitylibrary/coin-hrsa-foundational.html](http://www.health.state.mn.us/communities/practice/resources/equitylibrary/coin-hrsa-foundational.html)
- Resource Library for Advancing Health Equity in Public Health  
<https://www.health.state.mn.us/communities/practice/resources/equitylibrary/index.html>

## Cultural Competence

- National Center for Cultural Competence <https://nccc.georgetown.edu/index.php>

## Life Course Theory and Application

- HRSA MCH Life Course Resource Guide <https://mchb.hrsa.gov/training/lifecourse.asp>
- AUCD Life Course Perspective: <http://www.aucd.org/template/page.cfm?id=768>

## Population Health

- David Kindig's 2003 population health article <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1447747>

## CYSHCN Regional Center Specific Resources

### Wisconsin Children and Youth with Special Health Care Needs Survey Data

- National Survey of Children's Health (Data Resource Center for Child & Adolescent Health -2018: Percent of CYSHCN: <https://www.childhealthdata.org/browse/survey/results?q=7713&r=51>
- Wisconsin CYSHCN National Performance Measures:  
Medical Home: <https://www.childhealthdata.org/browse/survey/results?q=7705&r=51>  
Youth Health Transition: <https://www.childhealthdata.org/browse/survey/results?q=7707&r=51>

### Medical Home Model and Concepts

- Wisconsin Statewide Medical Home Initiative: <https://www.chawisconsin.org/initiatives/medical-home/wisconsin-medical-home-initiative/>
- National Resource Center For Patient/Family-centered Medical Home:  
<https://medicalhomeinfo.aap.org/Pages/default.aspx>

### Youth Health Transition Concepts and Got Transitions Domains

- Health Transition Wisconsin <http://www.healthtransitionwi.org>
- Got Transitions <http://www.gottransition.org>

### Family Experience in health care:

- *In Their Own Words: Improving the Care Experience of Families with Children with Special Health Care Needs*, June 2015: <http://www.lpfch.org/publication/their-own-words-improving-care-experience-families-children-special-health-care-needs>
- *Patient Engagement in Redesigning Care* from Center for Patient Partnerships  
<https://www.hipxchange.org/PatientEngagement>
- Welcome Booklet: An introduction for families and health care teams working together on Advancing Family-Centered Care Coordination for Children and Youth with Special Health Care Needs using a Shared Plan of Care to transform health care, February, 2019, P-02349.

**CYSHCN Standards**

- Standards for Systems of Care for Children and Youth with Special Health Care Needs Version 2.0, June 2017  
<http://www.amchp.org/programsandtopics/CYSHCN/Documents/Standards%20for%20Systems%20of%20Care%20for%20Children%20and%20Youth%20with%20Special%20Health%20Care%20Needs%20Version%202.0.pdf>

**Disability and Health Disparities**

- Healthiest Wisconsin 2020 Baseline and Health Disparities Report – People with Disabilities  
<https://www.dhs.wisconsin.gov/hw2020/baseline.htm>

**Centers for Disease Control Disability and Health Promotion**

- <http://www.cdc.gov/ncbddd/disabilityandhealth/index.html>

**National Center on Birth Defects and Developmental Disabilities, Centers for Disease Control and Prevention**

- <https://www.cdc.gov/ncbddd/index.html>

**Other CYSHCN Training Resources**

- Federal MCHB supported MCH Navigator located at Georgetown University  
<http://mchnavigator.org/trainings/cyshcn.php>

**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.

DocuSigned by:

  
50C8D1E932AB49A  
(Signature of Official Authorized to Sign Application)

James Boyd

(Print Name)

City of De Pere

(Agency / Contractor Name)

1/6/2022

(Date)

Mayor

(Title)

De Pere Health Department

(Title of Program)

## DEPARTMENT OF HEALTH SERVICES

Division of Enterprise Services

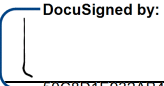
F-01788 (05/2017)

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 the following websites: [www.sam.gov](http://www.sam.gov) and <https://acquisition.gov/far/index.html> (see section 52.209-6).

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.

|                                                                                                                       |                                                            |             |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------|
| <b>SIGNATURE</b> – Official Authorized to Sign Application                                                            |                                                            | Date Signed |
| <br>DocuSigned by:<br>50C8D1E932AB49A |                                                            | 1/6/2022    |
| For (Name of Vendor)<br>City of De Pere                                                                               | DUNS Number (Dun & Bradstreet, if applicable)<br>105745587 |             |

| INTERNAL USE ONLY                                                                                                                                                                                                                                                                                                                                         |             |
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| 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. |             |
| <b>SIGNATURE</b> – Contract Administrator                                                                                                                                                                                                                                                                                                                 | Date Signed |

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Cody Wagner

CodyW.Wagner@dhs.wisconsin.gov

Office of Legal Counsel

Wisconsin Department of Health Services

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Mayor

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Jonette N Arms

jonette.arms@dhs.wisconsin.gov

Assistant Administrator

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| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| Envelope Summary Events | Status | Timestamps |
|-------------------------|--------|------------|
|-------------------------|--------|------------|

|                     |                  |                       |
|---------------------|------------------|-----------------------|
| Envelope Sent       | Hashed/Encrypted | 12/29/2021 1:28:36 PM |
| Certified Delivered | Security Checked | 1/6/2022 9:45:35 AM   |
| Signing Complete    | Security Checked | 1/6/2022 9:46:09 AM   |
| Completed           | Security Checked | 1/6/2022 9:46:09 AM   |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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.

### **Getting paper copies**

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: [DHSContractCentral@dhs.wisconsin.gov](mailto:DHSContractCentral@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 [DHSContractCentral@dhs.wisconsin.gov](mailto:DHSContractCentral@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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **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 [DHSContractCentral@dhs.wisconsin.gov](mailto:DHSContractCentral@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 [DHSContractCentral@dhs.wisconsin.gov](mailto:DHSContractCentral@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**

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### **Acknowledging your access and consent to receive and sign documents electronically**

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.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- 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.



**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** January 11, 2022

**DEPARTMENT:** Finance Department

**FROM:** Joe Zegers

**SUBJECT:** Review and possible action on City of De Pere Investments and Cash Detail report for November 2021.

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**ATTACHMENTS:**

- November 2021 Cash and Investments.1.11.22 (PDF)
- Cash & Investment Schedule.1.11.22 (PDF)

To: Honorable Mayor and Members of the Finance Committee  
Larry Delo, Administrator  
From: Joe Zegers, Finance Director  
Date: January 5th, 2022  
Subject: Cash and Investments Report for November 30th, 2021

I have attached a summary of the City's Cash and Investments for your information and review as of November 30th, 2021. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2020 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments decreased \$26,048 for the year through November 30th, 2021. For your information, our budgeted annual amount for general fund investment income for 2021 is \$525,000. The LGIP investment account decreased \$3,600,000 in **November** of 2021 due to payment of debt principal and interest of \$3,300,000 and payment of accounts payable and payroll of \$1,500,000 which was partially offset by receipt of state shared revenues of \$1,200,000. The LGIP investment account will decrease \$2,000,000 in **December** of 2021 due to payment of accounts payable and payroll. Our Associated Money Market will increase \$14,787,043 in **December** of 2021 due to tax collections. The interest rate was .04% higher in the money market than the LGIP account and also was fully collateralized. Feel free to contact me should you have any questions on this.

# DE PERE CASH AND INVESTMENTS SUMMARY

November 30, 2021

## CASH ACCOUNTS

| CHECKING ACCOUNTS | BALANCE                |
|-------------------|------------------------|
| CITY CHECKING     | \$ 1,121,443.34        |
| HEALTH CHECKING   | \$ 2,212,728.37        |
| DENTAL CHECKING   | \$ 78,237.64           |
| <b>SUBTOTAL</b>   | <b>\$ 3,412,409.35</b> |
|                   |                        |
| RESTRICTED        | BALANCE                |
| WATER BOND MM     | \$ 212,971.82          |
| <b>SUBTOTAL</b>   | <b>\$ 212,971.82</b>   |
| <b>TOTAL CASH</b> | <b>\$ 3,625,381.17</b> |

## INVESTMENTS

|                                   | BALANCE                 | INTERST AND<br>APPRECIATION | RATE OF<br>RETURN |
|-----------------------------------|-------------------------|-----------------------------|-------------------|
| LGIP                              | \$ 9,667,924.32         | \$ 6,030.05                 | 0.06%             |
| ASSOCIATED BANK TRUST             | \$ 5,085,108.03         | \$ (12,798.43)              | -0.27%            |
| CHARLES SCHWAB INVESTMENTS        | \$ 6,359,382.45         | \$ (19,312.60)              | -0.33%            |
| MONEY MARKET                      | \$ 27,470.36            | \$ 33.00                    | 0.12%             |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 21,139,885.16</b> | <b>\$ (26,047.98)</b>       |                   |
|                                   |                         |                             |                   |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 24,765,266.33</b> |                             |                   |

NOTE: The City budgeted \$525,000 for general fund revenues in the 2021 Adopted Budget.

**DE PERE CASH AND INVESTMENT YEARLY SUMMARY**  
**November 30, 2021**

|                                   | 31-Jan-2021             | 28-Feb-2021             | 31-Mar-2021             | 30-Apr-2021             | 31-May-2021             | 30-Jun-2021             |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>CHECKING ACCOUNTS</b>          |                         |                         |                         |                         |                         |                         |
| CITY CHECKING                     | 2,331,022.04            | 622,001.07              | 1,751,077.31            | 1,053,658.55            | 823,811.66              | 159,026.31              |
| HEALTH CHECKING                   | 2,381,833.73            | 2,382,587.48            | 2,266,097.52            | 2,513,911.76            | 2,442,426.74            | 2,257,079.41            |
| DENTAL CHECKING                   | 61,720.12               | 65,793.24               | 55,511.60               | 72,493.72               | 71,018.59               | 71,572.27               |
| <b>SUBTOTAL</b>                   | <b>\$ 4,774,575.89</b>  | <b>\$ 3,070,381.79</b>  | <b>\$ 4,072,686.43</b>  | <b>\$ 3,640,064.03</b>  | <b>\$ 3,337,256.99</b>  | <b>\$ 2,487,677.99</b>  |
| <b>RESTRICTED</b>                 |                         |                         |                         |                         |                         |                         |
| WATER BOND MM                     | 212,746.68              | 212,771.16              | 212,798.27              | 212,824.50              | 212,847.24              | 212,868.23              |
| <b>SUBTOTAL</b>                   | <b>\$ 212,746.68</b>    | <b>\$ 212,771.16</b>    | <b>\$ 212,798.27</b>    | <b>\$ 212,824.50</b>    | <b>\$ 212,847.24</b>    | <b>\$ 212,868.23</b>    |
| <b>TOTAL CASH</b>                 | <b>\$ 4,987,322.57</b>  | <b>\$ 3,283,152.95</b>  | <b>\$ 4,285,484.70</b>  | <b>\$ 3,852,888.53</b>  | <b>\$ 3,550,104.23</b>  | <b>\$ 2,700,546.22</b>  |
| <b>INVESTMENTS</b>                |                         |                         |                         |                         |                         |                         |
| LGIP                              | 14,005,155.49           | 14,932,003.97           | 13,684,325.96           | 8,532,120.21            | 7,691,508.67            | 8,998,581.68            |
| ASSOCIATED BANK TRUST             | 5,090,384.50            | 5,092,253.12            | 5,091,028.45            | 5,101,344.27            | 5,107,360.65            | 5,103,518.76            |
| CHARLES SCHWAB INVESTMENTS        | 6,376,185.39            | 6,364,936.76            | 6,372,504.48            | 6,384,748.23            | 6,385,186.86            | 6,378,376.40            |
| MONEY MARKET                      | 27,440.86               | 27,444.02               | 27,447.52               | 27,450.90               | 27,453.83               | 27,456.54               |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 25,499,166.24</b> | <b>\$ 26,416,637.87</b> | <b>\$ 25,175,306.41</b> | <b>\$ 20,045,663.61</b> | <b>\$ 19,211,510.01</b> | <b>\$ 20,507,933.38</b> |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 30,486,488.81</b> | <b>\$ 29,699,790.82</b> | <b>\$ 29,460,791.11</b> | <b>\$ 23,898,552.14</b> | <b>\$ 22,761,614.24</b> | <b>\$ 23,208,479.60</b> |

|                                   | 31-Jul-2021             | 31-Aug-2021             | 30-Sep-2021             | 31-Oct-2021             | 30-Nov-2021             | 31-Dec-2021 |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------|
| <b>CHECKING ACCOUNTS</b>          |                         |                         |                         |                         |                         |             |
| CITY CHECKING                     | 669,513.93              | 5,185,089.85            | 767,962.29              | 1,177,465.91            | 1,121,443.34            | -           |
| HEALTH CHECKING                   | 2,137,820.32            | 2,201,756.16            | 74,134.00               | 2,180,493.68            | 2,212,728.37            | -           |
| DENTAL CHECKING                   | 71,327.28               | 71,277.13               | 2,169,637.44            | 76,145.39               | 78,237.64               | -           |
| <b>SUBTOTAL</b>                   | <b>\$ 2,878,661.53</b>  | <b>\$ 7,458,123.14</b>  | <b>\$ 3,011,733.73</b>  | <b>\$ 3,434,104.98</b>  | <b>\$ 3,412,409.35</b>  | <b>\$ -</b> |
| <b>RESTRICTED</b>                 |                         |                         |                         |                         |                         |             |
| WATER BOND MM                     | 212,889.92              | 212,911.62              | 212,932.62              | 212,954.32              | 212,971.82              | -           |
| <b>SUBTOTAL</b>                   | <b>\$ 212,889.92</b>    | <b>\$ 212,911.62</b>    | <b>\$ 212,932.62</b>    | <b>\$ 212,954.32</b>    | <b>\$ 212,971.82</b>    | <b>\$ -</b> |
| <b>TOTAL CASH</b>                 | <b>\$ 3,091,551.45</b>  | <b>\$ 7,671,034.76</b>  | <b>\$ 3,224,666.35</b>  | <b>\$ 3,647,059.30</b>  | <b>\$ 3,625,381.17</b>  | <b>\$ -</b> |
| <b>INVESTMENTS</b>                |                         |                         |                         |                         |                         |             |
| LGIP                              | 12,313,429.27           | 5,959,824.53            | 3,960,047.45            | 13,277,053.10           | 9,667,924.32            | -           |
| ASSOCIATED BANK TRUST             | 5,102,473.14            | 5,104,975.54            | 5,098,389.98            | 5,086,792.43            | 5,085,108.03            | -           |
| CHARLES SCHWAB INVESTMENTS        | 6,389,315.23            | 6,380,939.85            | 6,378,209.02            | 6,372,888.06            | 6,359,382.45            | -           |
| MONEY MARKET                      | 27,459.34               | 27,462.14               | 27,464.85               | 27,467.65               | 27,470.36               | -           |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 23,832,676.98</b> | <b>\$ 17,473,202.06</b> | <b>\$ 15,464,111.30</b> | <b>\$ 24,764,201.24</b> | <b>\$ 21,139,885.16</b> | <b>\$ -</b> |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 26,924,228.43</b> | <b>\$ 25,144,236.82</b> | <b>\$ 18,688,777.65</b> | <b>\$ 28,411,260.54</b> | <b>\$ 24,765,266.33</b> | <b>\$ -</b> |

**DE PERE CASH AND INVESTMENT YEARLY SUMMARY**  
**DECEMBER 31, 2020**

|                                   | 31-Jan-2020             | 28-Feb-2020             | 31-Mar-2020             | 30-Apr-2020             | 31-May-2020             | 30-Jun-2020             |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>CHECKING ACCOUNTS</b>          |                         |                         |                         |                         |                         |                         |
| CITY CHECKING                     | \$ 302,762.74           | \$ 1,328,326.87         | \$ 1,041,573.06         | \$ 1,073,733.26         | \$ 1,113,891.37         | \$ 1,276,362.52         |
| HEALTH CHECKING                   | \$ 1,911,924.58         | \$ 2,026,594.61         | \$ 2,089,912.04         | \$ 2,213,019.26         | \$ 2,336,136.09         | \$ 2,414,675.91         |
| DENTAL CHECKING                   | \$ 43,409.33            | \$ 43,209.31            | \$ 42,592.41            | \$ 50,674.31            | \$ 59,636.77            | \$ 52,627.38            |
| <b>SUBTOTAL</b>                   | <b>\$ 2,258,096.65</b>  | <b>\$ 3,398,130.79</b>  | <b>\$ 3,174,077.51</b>  | <b>\$ 3,337,426.83</b>  | <b>\$ 3,509,664.23</b>  | <b>\$ 3,743,665.81</b>  |
| <b>RESTRICTED</b>                 |                         |                         |                         |                         |                         |                         |
| WATER BOND MM                     | \$ 212,314.37           | \$ 212,390.07           | \$ 212,480.02           | \$ 212,506.14           | \$ 212,533.14           | \$ 212,559.27           |
| <b>SUBTOTAL</b>                   | <b>\$ 212,314.37</b>    | <b>\$ 212,390.07</b>    | <b>\$ 212,480.02</b>    | <b>\$ 212,506.14</b>    | <b>\$ 212,533.14</b>    | <b>\$ 212,559.27</b>    |
| <b>TOTAL CASH</b>                 | <b>\$ 2,470,411.02</b>  | <b>\$ 3,610,520.86</b>  | <b>\$ 3,386,557.53</b>  | <b>\$ 3,549,932.97</b>  | <b>\$ 3,722,197.37</b>  | <b>\$ 3,956,225.08</b>  |
| <b>INVESTMENTS</b>                |                         |                         |                         |                         |                         |                         |
| LGIP                              | \$15,473,207.24         | \$13,737,476.89         | \$14,721,783.82         | \$13,450,069.86         | \$11,194,884.59         | \$ 8,196,049.60         |
| ASSOCIATED BANK TRUST             | \$ 4,994,549.98         | \$ 5,026,920.08         | \$ 5,035,037.14         | \$ 5,043,399.19         | \$ 5,069,223.08         | \$ 5,075,193.05         |
| CHARLES SCHWAB INVESTMENTS        | \$ 6,228,990.32         | \$ 6,250,938.09         | \$ 6,308,210.01         | \$ 6,321,001.44         | \$ 6,355,447.04         | \$ 6,356,782.00         |
| MONEY MARKET                      | \$ 2,896,555.81         | \$ 2,899,998.43         | \$ 1,026,779.67         | \$ 1,026,905.91         | \$ 1,027,036.37         | \$ 1,027,162.64         |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 29,593,303.35</b> | <b>\$ 27,915,333.49</b> | <b>\$ 27,091,810.64</b> | <b>\$ 25,841,376.40</b> | <b>\$ 23,646,591.08</b> | <b>\$ 20,655,187.29</b> |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 32,063,714.37</b> | <b>\$ 31,525,854.35</b> | <b>\$ 30,478,368.17</b> | <b>\$ 29,391,309.37</b> | <b>\$ 27,368,788.45</b> | <b>\$ 24,611,412.37</b> |

|                                   | 31-Jul-2020             | 31-Aug-2020             | 30-Sep-2020             | 31-Oct-2020             | 30-Nov-2020             | 31-Dec-2020             |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>CHECKING ACCOUNTS</b>          |                         |                         |                         |                         |                         |                         |
| CITY CHECKING                     | 1,041,192.27            | 234,572.92              | 764,065.93              | 752,746.69              | 571,087.85              | 931,872.64              |
| HEALTH CHECKING                   | 2,426,825.16            | 2,310,352.31            | 2,320,754.91            | 2,361,875.07            | 2,441,075.60            | 2,391,017.42            |
| DENTAL CHECKING                   | 52,498.10               | 53,078.30               | 54,250.48               | 57,501.05               | 60,370.46               | 60,030.06               |
| <b>SUBTOTAL</b>                   | <b>\$ 3,520,515.53</b>  | <b>\$ 2,598,003.53</b>  | <b>\$ 3,139,071.32</b>  | <b>\$ 3,172,122.81</b>  | <b>\$ 3,072,533.91</b>  | <b>\$ 3,382,920.12</b>  |
| <b>RESTRICTED</b>                 |                         |                         |                         |                         |                         |                         |
| WATER BOND MM                     | 212,586.27              | 212,613.28              | 212,639.42              | 212,666.43              | 212,692.58              | 212,719.60              |
| <b>SUBTOTAL</b>                   | <b>\$ 212,586.27</b>    | <b>\$ 212,613.28</b>    | <b>\$ 212,639.42</b>    | <b>\$ 212,666.43</b>    | <b>\$ 212,692.58</b>    | <b>\$ 212,719.60</b>    |
| <b>TOTAL CASH</b>                 | <b>\$ 3,733,101.80</b>  | <b>\$ 2,810,616.81</b>  | <b>\$ 3,351,710.74</b>  | <b>\$ 3,384,789.24</b>  | <b>\$ 3,285,226.49</b>  | <b>\$ 3,595,639.72</b>  |
| <b>INVESTMENTS</b>                |                         |                         |                         |                         |                         |                         |
| LGIP                              | \$11,059,044.57         | \$ 5,946,902.22         | \$ 3,484,285.98         | \$11,153,519.47         | \$ 6,767,601.25         | \$ 7,773,984.43         |
| ASSOCIATED BANK TRUST             | \$ 5,071,822.75         | \$ 5,086,606.76         | \$ 5,089,865.05         | \$ 5,089,746.85         | \$ 5,096,804.16         | \$ 5,097,906.46         |
| CHARLES SCHWAB INVESTMENTS        | \$ 6,356,910.15         | \$ 6,361,200.65         | \$ 6,369,589.86         | \$ 6,379,040.35         | \$ 6,377,371.88         | \$ 6,378,695.05         |
| MONEY MARKET                      | \$ 1,027,293.14         | \$ 1,027,423.65         | \$ 27,427.02            | \$ 27,430.50            | \$ 27,433.87            | \$ 27,437.36            |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 23,515,070.61</b> | <b>\$ 18,422,133.28</b> | <b>\$ 14,971,167.91</b> | <b>\$ 22,649,737.17</b> | <b>\$ 18,269,211.16</b> | <b>\$ 19,278,023.30</b> |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 27,248,172.41</b> | <b>\$ 21,232,750.09</b> | <b>\$ 18,322,878.65</b> | <b>\$ 26,034,526.41</b> | <b>\$ 21,554,437.65</b> | <b>\$ 22,873,663.02</b> |