

**COUNTY OF MILWAUKEE**  
INTER-OFFICE COMMUNICATION

**DATE:** November 8, 2011

**TO:** Supervisor Lee Holloway, Chairman, Milwaukee County Board of Supervisors

**FROM:** Héctor Colón, Acting Director, Department of Health and Human Services  
*Prepared by: Dennis Buesing, Administrator, DHHS Contract Administration*

**SUBJECT:** **Report from the Acting Director, Department of Health and Human Services, requesting authorization to retrospectively amend the amounts of the FFY2011 Wisconsin Home Energy Assistance Program (WHEAP) subcontracts with the Social Development Commission (SDC) and Community Advocates.**

**Issue**

The Acting Director of the Department of Health and Human Services (DHHS) is requesting authorization to retrospectively amend the amounts of the FFY2011 purchase of service contracts with the Social Development Commission (SDC) and Community Advocates. SDC was unable to expend their entire contract award and Community Advocates had documented expenses in excess of their contract award.

Section 46.09 of the Milwaukee County Code of General Ordinances requires County Board approval for the purchase of human services from nongovernmental vendors.

**Background**

In September 2010, DHHS recommended and the Milwaukee County Board of Supervisors approved a FFY2011 contract between the Wisconsin Department of Administration and Milwaukee County DHHS to cover the operation of the Wisconsin Home Energy Assistance Program (WHEAP), which assists individuals and families who are experiencing energy burdens throughout Milwaukee County. The approval included the acceptance of any amendments from the State during the course of the contract duration.

Also approved in September 2010 were purchase of service contracts between DHHS and SDC and Community Advocates to continue the provision of services to Milwaukee County residents under WHEAP. The contract between the State Division of Energy Services and Milwaukee County DHHS was initially \$2,476,120 (excluding the funding for client benefits) and with the amendments increased to \$3,187,174. The full \$711,054 in amendments were distributed proportionately to SDC and Community Advocates. The SDC contract award, including amendments, was \$2,308,469. The Community Advocates contract award, including

amendments was \$434,946. SDC operates three Energy sites and deploys County energy staff along with its regular staff. Community Advocates operates one main Energy site and provides outreach services at various locations throughout the County, focusing on housing sites for low-income and elderly populations.

### **Discussion**

The FFY2011 contract with the State for the operation of WHEAP and the DHHS contracts with SDC and Community Advocates for the provision of WHEAP services ended on September 30, 2011. Three different funding streams comprise the total contract amount: Operations/Administration, Crisis Services Administration, and Outreach. After all invoicing for the year had been submitted to DHHS, it was found that SDC had been unable to spend down their contract amount in all three funding areas, while Community Advocates had documented expenses in excess of their contract amount in all three areas.

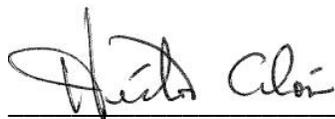
The department is requesting permission to transfer \$25,630 in unspent funding from the SDC contract to the Community Advocates contract to offset some of their otherwise unfunded costs. Because funding streams are not interchangeable, not all of the Community Advocates costs will be covered; however, amending their contract to the maximum extent possible in each funding area will help to reduce their currently unfunded expense.

### **Recommendation**

It is recommended that the County Board of Supervisors authorize the Acting Director of the Department of Health and Human Services, or his designee, to retrospectively reduce the SDC contract from \$2,308,469 to \$2,282,839, resulting in a reduction of \$25,630; and to amend the Community Advocates Contract by increasing it in the amount of \$25,630 for a revised FFY2011 total contract amount of \$460,576.

### **Fiscal Impact**

There will be no tax levy impact as the funding for the WHEAP program comes from the State. A fiscal note form is attached.



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Héctor Colón, Acting Director  
Department of Health and Human Services

cc: Chris Abele, County Executive  
Tia Torhorst, County Executive's Office  
Terrence Cooley, Chief of Staff – County Board  
Patrick Farley, Director – DAS  
Pamela Bryant, Fiscal and Budget Administrator– DAS  
CJ Pahl, Interim Assistant Fiscal and Budget Administrator - DAS  
Antoinette Thomas-Bailey, Fiscal and Management Analyst  
Jennifer Collins, County Board Staff  
Jodi Mapp, County Board Staff