



Milwaukee County

County Courthouse
901 N. 9th Street, Rm. 201
Milwaukee, WI 53233

Meeting Minutes Finance and Audit Committee

Chairman Supervisor Johnny Thomas
Clerk: Carol Mueller, 278-4228
Research Analyst: Steve Cady, 278-4347

Thursday, January 26, 2012

9:00 AM

Room 201-B

(Minutes Include Addendum No. 1)

Call To Order

Present 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

- 1 [INF 11-563](#) From the Milwaukee Public Museum, an informational report on the final MPM 2011 Fiscal Report. **(To the Committees on Parks, Energy and Environment and Finance and Audit)**
(INFORMATIONAL UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)

Attachments: [REPORT](#)
 [Audio Parks 01/24/12](#)
 [Audio F&A 01/26/12](#)

Appearance:
Michael Bernatz, Chief Financial Officer, Milwaukee Public Museum

This item was **DISCUSSED WITH NO ACTION TAKEN**

- 2 [12-6](#) From the Milwaukee Public Museum, submitting an informational report on the first quarter of 2012. **(To the Committees on Parks, Energy and Environment and Finance and Audit)**
(INFORMATIONAL UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)

Attachments: [Report](#)
 [Audio F&A 01/26/12](#)

Appearance:
Michael Bernatz, Chief Financial Officer, Milwaukee Public Museum

This item was **INFORMATIONAL ONLY.**

- 3 [12-115](#) From the County Executive requesting authorization for the Department of Veteran's Affairs to enter into lease with Berkshire Development Company, LLC for office space at 6419 W Greenfield Avenue for a five year term.

Attachments: [Report](#)
[Lease](#)
[Resolution](#)
[Fiscal Note](#)
[CB Resolution](#)
[Audio F&A 01/26/12](#)

Appearances:

Tia Torhorst, Director of Legislative Affairs, County Executive Office
James Duff, Acting Director, Veteran's Affairs

A motion was made by Supervisor Mayo Sr. to APPROVE this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

4 [12-129](#)

A resolution broadening the scope of a previously approved audit of the Office of the Sheriff to assess the impact of alternative to incarceration programs on jail bed occupancy and the use of Federal Forfeiture revenues to enhance law enforcement services in Milwaukee County

Sponsors: Jursik

Attachments: [RESOLUTION](#)
[FISCAL NOTE](#)
[CB Resolution](#)
[Audio F&A 01/26/12](#)

Appearances:

Supervisor Patricia Jursik, District 8
John Priebe Fiscal Administrator, Office of the Sheriff

A motion was made by Supervisor De Bruin to APPROVE this item. The motion PREVAILED by the following vote:

Aye: 5 - De Bruin, Schmitt, Johnson Jr., Romo West and Thomas

Excused: 1 - Mayo Sr.

5 [12-3](#)

From the District Attorney, an informational report on a 2012 revenue deficit in the Victim/Witness program. **(To the Committees Finance and Audit and Intergovernmental Relations) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [Report](#)
[Audio F&A 01/26/12](#)
[Audio IGR 01/30/12](#)

This item was **INFORMATIONAL ONLY**

6 [12-148](#)

From the Director, Department of Health and Human Services submitting an informational report regarding a potential Youth Aids

Revenue Shortfall in the 2012 Budget. **(To the Committees on Health and Human Needs, Finance and Audit) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [REPORT](#)
[Audio HHN 01/25/12](#)
[Audio F&A 01/26/12](#)

Appearances:
Eric Meaux, Division Manager, Delinquency and Courts, Department of Health and Human Services (DHHS)
Alex Kotze, Fiscal Management Analyst, DHHS

This item was DISCUSSED WITH NO ACTION TAKEN

7 [12-114](#)

From the Director, Department of Health and Human Services, requesting authorization to unfund 0.5 Full Time Equivalent (FTE) Behavioral Health (BH) Medical Program Director-Child and Adolescent Treatment Center (CATC) and create 1.0 FTE BH Clinical Program Director Psychology within the Acute Inpatient Service at the Behavioral Health Division, Department of Health and Human Services. **(Referred to the Committees on Finance and Audit and Personnel, the Department of Administrative Services, and the Division of Human Resources.)**

Attachments: [DEPT. REPORT](#)
[DAS REPORT](#)
[DHR REPORT](#)
[RESOLUTION](#)
[FISCAL NOTE](#)
[CB Resolution](#)
[Audio F&A 01/26/12](#)
[Audio PER 01/27/12](#)

Appearances:
Paula Lucey, Administrator, Behavioral Health Division, (BHD) DHHS
Alex Kotze, Fiscal Management Analyst, BHD, DHHS

*Supervisor Johnson was not present at the time the vote was taken but later asked unanimous consent to be recorded in the affirmative, there being no objection it was so ordered.

A motion was made by Supervisor De Bruin to APPROVE this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

8 [12-113](#)

From the Director, Department of Health and Human Services, requesting authorization to abolish one Human Services Worker position and create one Human Services Worker Bilingual Spanish position in the Disabilities Services Division, Department of Health and Human Services. **(Referred to the Committees on Finance and**

Audit and Personnel, the Department of Administrative Services, and the Division of Human Resources.)

- Attachments:** [DEPT. REPORT](#)
 [DAS REPORT](#)
 [DHR REPORT](#)
 [RESOLUTION](#)
 [FISCAL NOTE](#)
 [CB Resolution](#)
 [Audio F&A 01/26/12](#)
 [Audio PER 01/27/12](#)

Appearances:

Clare O'Brien, Fiscal Management Analyst, DHHS
Alex Kotze, Fiscal Management Analyst, Behavioral Health Division, DHHS

A motion was made by Supervisor De Bruin to APPROVE this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

9 [12-132](#)

From the Director, Department of Parks, Recreation, and Culture requesting authorization to abolish one Park Maintenance Worker 3 position and create one Construction Technician position. **(Referred to the Committees on Finance and Audit and Personnel, the Department of Administrative Services, and the Division of Human Resources.)**

- Attachments:** [DEPT. REPORT](#)
 [DAS REPORT](#)
 [DHR REPORT](#)
 [RESOLUTION](#)
 [FISCAL NOTE](#)
 [CB Resolution](#)
 [Audio F&A 012612](#)
 [Audio PER 01/27/12](#)

Appearance:

James Keegan, Chief of Planning and Development, Parks

Supervisors Thomas, Mayo and Romo-West requested the Department work harder to get diversity and bi-lingual employees in positions of management.

A motion was made by Supervisor Mayo Sr. to APPROVE this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

10 [12-69](#)

From the Interim Director, Employee Benefits, requesting an amendment to Section 201.24(8.2) of the Milwaukee County Code of General Ordinances as it pertains to membership on the Pension Board. **(Referred to the Committees on Finance and Audit and**

Personnel and the Pension Study Commission.)

Attachments: [REPORT](#)
 [RESOLUTION](#)
 [FISCAL NOTE](#)
 [AMENDMENT](#)
 [Audio F&A 01/26/12](#)
 [Audio PER 01/27/12](#)

Supervisor Thomas moved to amend the item beginning on line 65 Amend Section 8.2 by adding the following paragraph: "No member shall be eligible to serve, or to continue serving, on the pension board who has been found or determined by any Wisconsin governmental unit or agency to have violated any provision of an applicable ethics or lobbying code or who has been convicted of any crime of misconduct in office or any crime involving dishonesty or theft."

A motion was made by Supervisor Thomas to AMEND this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

Supervisor De Bruin made a motion to approve the item as amended. Supervisor Mayo made a motion to lay the item over to a date specific which takes precedent.

A motion was made by Supervisor Mayo Sr. to LAYOVER FOR ONE MEETING this item. The motion PREVAILED by the following vote:

Aye: 5 - Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

No: 1 - De Bruin

11 [12-70](#)

From the Interim Director, Employee Benefits, requesting authorization to execute a one-year renewal of the MetLife Contract for Basic and Supplemental Life Insurance. **(Referred to the Committees on Finance and Audit and Personnel.)**

Attachments: [REPORT](#)
 [RESOLUTION](#)
 [FISCAL NOTE](#)
 [CB Resolution](#)
 [Audio F&A 01/26/12](#)
 [Audio PER 01/27/12](#)

Appearance:
Matt Hanchek, Fiscal Benefits Manager, Employee Benefits

A motion was made by Supervisor Mayo Sr. to APPROVE this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

12 [12-71](#)

2011 Budget Amendment 1C008: From the Interim Director, Employee Benefits Division, submitting an informational report

regarding dependent eligibility audits. **(To the Committees on Finance and Audit and Personnel.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [REPORT](#)
[Audio F&A 01/26/12](#)
[Audio PER 01/27/12](#)

Appearance:
Matt Hanchek, Fiscal Benefits Manager, Employee Benefits

This item was DISCUSSED WITH NO ACTION TAKEN

13 [11-418](#)

From the Director of Audits, an audit report titled “New Strategies are Needed to Revitalize the War Memorial Center and Fulfill its Dual Mission to Honor Veterans and Promote the Arts”

Attachments: [Audit](#)
[Resolution](#)
[Fiscal Note](#)
[Audio F&A 10/27/11](#)
[Audio F&A 12/08/11 end of tape](#)
[CB Resolution](#)
[Audio F&A 01/26/12](#)

Appearances:
Jerry Heer, Director of Audits
Supervisor Patricia Jursik, District 8
David Drent, Executive Director, War Memorial Center
Dan Keegan, Director, Milwaukee Art Museum

A motion was made by Supervisor Mayo Sr. to APPROVE this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

14 [RES 11-743](#)

A resolution directing the War Memorial Center Board of Trustees along with the boards of the Marcus Center for the Performing Arts, Villa Terrace Decorative Arts Museum, Charles Allis Art Museum and Milwaukee Art Museum to make recommendations to resolve concerns raised in a recent audit. **(Referred to the Committees on Parks, Energy & Environment and Finance and Audit)**

Sponsors: Jursik and Mayo Sr.

Attachments: [RESOLUTION](#)
[FISCAL NOTE](#)
[Audio Parks 12/6/11](#)
[Audio F&A 120811 end of tape](#)
[CB Resolution](#)
[Audio Parks 01/24/12](#)
[Audio F&A 01/26/12](#)

Appearance:
Supervisor Patricia Jursik, District 8

A motion was made by Supervisor Mayo Sr. to **CONCUR WITH THE COMMITTEE ON Parks, Energy and Environment on this item. The motion PREVAILED** by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

- 15 [12-97](#) From the Director of Audits, an informational status report of the Milwaukee County Procurement Division. **INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [Report](#)
 [Audio F&A 01/26/12](#)

Appearances:
Jerry Heer, Director of Audits
Amos Owens Purchasing Administrator, Procurement, Department of Administrative Services (DAS)

This item was **DISCUSSED WITH NO ACTION TAKEN**

- 16 [12-143](#) 2011 Appropriation Transfer Packet - January 2012 Cycle

Attachments: [2011 A Dept Receipt of Rev \(Requires 2/3 vote\)](#)
 [2011 B Capital Improvements](#)
 [2011 C Inter-Departmental](#)
 [2011 D Departmental \(F&A approval only\)](#)
 [2011 Jan Contingency](#)
 [Audio F&A 01/26/12](#)

Appearances:
Vince Masterson, Fiscal Management Analyst, DAS
Pamela Bryant, Interim Fiscal and Budget Administrator, DAS
Fay Roberts, Assistant Director, Department of Transportation (DOT)
Andrea Weddle-Henning, Resident Contract Manager, DOT
Jon Priebe, Fiscal Administrator, Office of the Sheriff
Supervisor Patricia Jursik, District 8

Items 16 & 17 were considered together.

Supervisors Mayo and Thomas requested the Office of the Sheriff provide the Committee with a financial system report to show the expenditures for the Federal Forfeiture fund and when available, provide a copy of the report for these funds submitted to the Federal Government.

A motion was made by Supervisor De Bruin to **APPROVE** this item. The motion **PREVAILED** by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

- 17 [12-1](#) 2012 January Fund Transfers

Attachments: [2012 A Dept Receipt of Rev \(Requires 2/3 vote\)](#)
[2012 B Capital Improvements](#)
[2012 C Departmental \(F&A approval only\)](#)
[2012 Jan Contingency](#)
[Audio F&A 01/26/12](#)

A motion was made by Supervisor De Bruin to APPROVE this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

18 [12-94](#)

From the Interim Chief Information Officer, requesting authorization to execute a Professional Services Contract with the Joxel Group, LLC, for service and support of the Community Mental Health Care application for the Department of Health and Human Services, Behavioral Health Division. **(Referred to the Committees on Health and Human Needs and Finance and Audit.)**

Attachments: [REPORT](#)
[RESOLUTION](#)
[FISCAL NOTE](#)
[CB Resolution](#)
[Audio HHN 01/25/12](#)
[Audio F&A 01/26/12](#)

Appearances:

Laurie Panella, Interim Chief Informational Officer, DAS-IMSD
Sushil Pillai, Joxel Group

A motion was made by Supervisor De Bruin to CONCUR WITH THE COMMITTEE ON Health and Human Needs on this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

19 [ORD 11-20](#)

From the Employee Benefits Workgroup, requesting authorization to amend Sections 17.18 and 17.184 of the Milwaukee County Code of General Ordinances as it pertains to sick leave policies regarding sick allowance accrual and payout or credit at retirement. **(Referred to the Committees on Finance and Audit and Personnel) (11/03/11: Referred back to the Committee on Personnel by the Board. 12/15/11 Referred back to the Committee on Finance and Audit by the Board)**

- Attachments:** [REPORT](#)
 [RESOLUTION/ORDINANCE](#)
 [FISCAL NOTE](#)
 [CB Resolution](#)
 [Audio F&A 10/27/11](#)
 [Audio PER 10/28/11](#)
 [FOLLOW-UP REPORT](#)
 [ATTACHMENT I](#)
 [ATTACHMENT II](#)
 [AMENDMENT 1](#)
 [REVISED FISCAL NOTE](#)
 [CB Amended Ordinance](#)
 [Audio F&A 12/08/11](#)
 [Audio PER 12/09/11](#)
 [CB Substitute Resolution](#)
 [Audio F&A 01/26/12](#)

Appearances:
Mark Grady, Deputy Corporation Counsel
Scott Manske, Controller, DAS
Speaker:
Kurt Zunker, President AFSCME

A motion was made by Supervisor Mayo Sr. to CONSIDER A SUBSTITUTE RESOLUTION on this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

A motion was made by Supervisor Mayo Sr. to LAYOVER FOR ONE MEETING this item. The motion FAILED by the following vote:

Aye: 2 - Mayo Sr. and Johnson Jr.

No: 4 - De Bruin, Schmitt, Romo West and Thomas

A motion was made by Supervisor De Bruin to APPROVE AS SUBSTITUTED this item. The motion PREVAILED by the following vote:

Aye: 4 - De Bruin, Schmitt, Romo West and Thomas

No: 2 - Mayo Sr. and Johnson Jr.

20 [12-54](#)

From Corporation Counsel, requesting authorization to amend Chapter 203 of the Milwaukee County Code of General Ordinances as appropriate to comply with federal legislative and regulatory changes governing tax-qualified retirement plans that impact the OBRA 1990 Retirement System of Milwaukee County and to clarify its operation and administration. **(Referred to the Committees on Finance and Audit and Personnel, the Pension Study Commission, and the Pension Board.)**

Attachments: [REPORT](#)
[ATTACHMENT](#)
[ORDINANCE](#)
[FISCAL NOTE](#)
[PENSION BOARD REPORT](#)
[ACTUARIAL REPORT](#)
[Audio PER 01/27/12](#)
[CB Resolution](#)
[Audio F&A 01/26/12](#)

Appearances:
Mark Grady, Deputy Corporation Counsel
Larry Langer, Actuary, Buck Consultants
Steven Huff, Attorney at Law, Reinhart Boerner Van Duren

A motion was made by Supervisor Mayo Sr. to APPROVE this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

21 [12-79](#)

From Corporation Counsel, requesting authorization to contract with Whyte, Hirschboeck & Dudek S.C. (“WHD”) to represent Milwaukee County in matters relating to prosecution of any claims that it may have against potentially responsible parties for loss or damages relating to the failure of the O’Donnell Park parking structure. **(Referred to the Committees on Judiciary, Safety and General Services and Finance and Audit)**

Attachments: [REPORT](#)
[RESOLUTION](#)
[FISCAL NOTE](#)
[CB Resolution](#)
[Audio J 01/19/12](#)
[Audio F&A 01/26/12](#)

Appearance:
Mark Grady, Deputy Corporation Counsel

A motion was made by Supervisor De Bruin to CONCUR WITH THE COMMITTEE ON Judiciary, Safety and General Services on this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

22 [12-80](#)

From Corporation Counsel, requesting authorization to amend the contract with Buelow, Vetter, Buikema, Olson & Vliet, LLC (“Buelow, Vetter”), to advise and represent Milwaukee County in labor relations matters involving Milwaukee County and Milwaukee County employee unions for a total amount not to exceed \$275,000 for payment of legal services in 2011 and 2012. **(Referred to the Committees on Finance and Audit and Personnel.)**

- Attachments:** [REPORT](#)
 [RESOLUTION](#)
 [FISCAL NOTE](#)
 [Audio PER 01/27/12](#)
 [CB Resolution](#)
 [Audio F&A 01/26/12](#)

Appearance:
Mark Grady, Deputy Corporation Counsel

A motion was made by Supervisor De Bruin to APPROVE this item. The motion PREVAILED by the following vote:

- Aye:** 5 - De Bruin, Mayo Sr., Schmitt, Romo West and Thomas
No: 1 - Johnson Jr.

23 [12-73](#)

From the Director, Community Business Development Partners (CBDP), submitting an informational report titled "DBE Achievement Report - 2010." **(To the Committees on Transportation, Public Works, and Transit, Economic and Community Development, and Finance and Audit.) (12/02/11 TPWT: Follow-up report requested.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

- Attachments:** [REPORT](#)
 [ATTACHMENT](#)
 [Audio TPWT 01/18//12](#)
 [Audio ECD 01/23/12](#)
 [Audio F&A 01/26/12](#)

Appearance:
Freida Webb, Director, Community Business Development Partners

This item was DISCUSSED WITH NO ACTION TAKEN

24 [12-74](#)

Request to amend Chapters 44 and 56 of the Milwaukee County Code of General Ordinances as it pertains to contracts (of a public works nature) based on the provisions of the 2012 Adopted Budget

- Attachments:** [Report](#)
 [Ordinance](#)
 [Fiscal Note](#)
 [CB Resolution](#)
 [Audio F&A 01/26/12](#)

A motion was made by Supervisor De Bruin to APPROVE this item. The motion PREVAILED by the following vote:

- Aye:** 5 - De Bruin, Schmitt, Johnson Jr., Romo West and Thomas
Excused: 1 - Mayo Sr.

- 25 [12-76](#) From the Interim Fiscal and Budget Administrator, expressing official intent regarding certain capital expenditures for the airport to be reimbursed from the proceeds of an obligation.

Attachments: [Report](#)
 [Resolution](#)
 [Fiscal Note](#)
 [CB Resolution](#)
 [Audio F&A 01/26/12](#)

A motion was made by Supervisor Schmitt to APPROVE this item. The motion PREVAILED by the following vote:

Aye: 5 - De Bruin, Schmitt, Johnson Jr., Romo West and Thomas

Excused: 1 - Mayo Sr.

- 26 [12-151](#) From the Interim Fiscal and Budget Administrator, requesting a fund transfer to reallocate \$213,000 of funds from Public Art Money to Zablocki Park Baseball Fields Restoration.

Attachments: [Report](#)
 [Resolution](#)
 [Fiscal Note](#)
 [Amendment](#)
 [CB Resolution](#)
 [Audio F&A 01/26/12](#)

Appearances:

Pamela Bryant, Interim Fiscal and Budget Administrator, DAS
Justin Rodriguez, Interim Capital Finance Manager, DAS
Supervisor Marina Dimitrijevic, District 4

Supervisor De Bruin moved to amend the resolution by removing the following clause on line 45 "WHEREAS, reallocation of the \$475,000 of public art money to this project will be used to demolish the current structure and replace it with a new facility that will have ADA approved restrooms and open-air picnic pavilions that could be used as rental facilities within Veteran's Park; and"

A motion was made by Supervisor De Bruin to AMEND this item. The motion PREVAILED by the following vote:

Aye: 5 - De Bruin, Schmitt, Johnson Jr., Romo West and Thomas

No: 1 - Mayo Sr.

A motion was made by Supervisor De Bruin to APPROVE AS AMENDED this item. The motion PREVAILED by the following vote:

Aye: 5 - De Bruin, Schmitt, Johnson Jr., Romo West and Thomas

No: 1 - Mayo Sr.

- 27 [12-149](#) A resolution authorizing an appropriation transfer to recognize \$120,000 in Federal Transit Administration Enhancement Project

funding for the construction of an artistic bus shelter

Sponsors: Dimitrijevic

Attachments: [RESOLUTION](#)
[FISCAL NOTE](#)
[AMENDMENT](#)
[Audio F&A 01/26/12](#)

A motion was made by Supervisor Mayo Sr. to LAYOVER FOR ONE MEETING this item. The motion PREVAILED by the following vote:

Aye: 6 - De Bruin, Mayo Sr., Schmitt, Johnson Jr., Romo West and Thomas

Adjournment

The preceding items were not necessarily taken in the order listed.

This meeting was recorded on a tape. Committee files contain copies of communications, reports and resolutions, which may be reviewed upon request to the Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

The meeting was called to order at 9:12 a.m. and adjourned at 1:15 p.m.

Carol Mueller
Chief Committee Clerk

Deadline for the next meeting:

The next regular meeting for this Committee is March 8, 2012. All items must be in the Committee Clerk's possession by the end of the business day on Tuesday, February 21, 2012.

ADA Requests: ADA accommodation requests should be filed with the Milwaukee County Office for Persons with Disabilities, 278-3932 (voice) or 278-3937 (TTY), upon receipt of this notice.