

COUNTY OF MILWAUKEE
Inter-Office Communication

DATE: April 19, 2019

TO: Supervisor Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors

FROM: Mary Jo Meyers, Director, Department of Health and Human Services
Prepared by: Clare O'Brien, Senior Budget Analyst

SUBJECT: An action report from the Director, Department of Health and Human Services, to amend Chapter 15.17 of the Milwaukee County Code of Ordinances related to departmental imprest funds

Background

Chapter 15.17 of the Milwaukee County Code of Ordinances provides for direct cash disbursements by county departments in certain cases as authorized by the County Board of Supervisors. Authority for imprest (petty cash) funds is provided to various County departments with a maximum level available for disbursement.

Discussion

Currently, the Department of Health and Human Services (DHHS) utilizes two petty cash accounts authorized by the County Board – Human Services General Operations for \$1,000 and Human Services GO Pass Program for \$1,000.

DHHS is requesting the creation of a third petty cash account for the Division of Youth and Family Services (DYFS). Due to the proximity of Children's Court within the Vel R. Phillips Youth and Family Justice Center, staff have been sharing the same account line. Recently, the Comptroller's Office advised DHHS that a separate petty cash account should be created to handle DYFS petty cash needs. The other option would have been to utilize the existing Human Services General Operations imprest fund but that would have required staff to travel to another DHHS location to pick up the checks.

For this reason, DHHS is requesting authority to create a third petty cash fund for DYFS in a total amount of \$250.

Recommendation

It is recommended that the County Board of Supervisors authorize the Director, Department of Health and Human Services, or her designee, to modify Ch. 15.17 of the Milwaukee County Code of Ordinances to allow the creation of a third imprest fund for \$250 and an administrative fund transfer related to DYFS Administration.

Fiscal Impact

A fiscal note form is attached.



Mary Jo Meyers, Director
Department of Health and Human Services

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