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From the Director, Department of Health and Human Services, requesting authorization to create Section 15.17(2)(u)(3) of the Milwaukee County Code of General Ordinances regarding departmental imprest funds, and authorizing a \$250 administrative appropriation transfer from Org. Unit 8911-Division of Youth and Family Services Administration, account 7999 to account 0093, by recommending adoption of the following:

A RESOLUTION/ORDINANCE

WHEREAS, the current amount authorized in the Department of Health and Human Services' (DHHS) imprest fund is \$1,000 for the Growing Opportunities Pass Program and \$1,000 for general operations; and

WHEREAS, DHHS is requesting authorization to create a third departmental imprest fund for the Division of Youth and Family Services (DYFS); and

WHEREAS, the addition of this fund would support petty cash needs for DYFS staff reporting to the Vel R. Phillips Youth and Family Justice Center located at 10201 West Watertown Plank Road, and avoid staff travelling to another DHHS location for reimbursement; and

WHEREAS, the Committee on Finance and Audit, at its meeting of May 16, 2019, recommended adoption of File No. 19-436 (vote 7-0); now, therefore,

BE IT RESOLVED, that Section 15.17(2)(u) of Milwaukee County Code of General Ordinances is hereby amended to authorize a third Department of Health and Human Services' (DHHS) imprest fund for \$250 for the Division of Youth and Family Services (DYFS); and

BE IT FURTHER RESOLVED, the Department of Administrative Services is hereby authorized to process a \$250 appropriation transfer to increase the expenditure authority for the DYFS-DHHS' imprest fund; and

BE IT FURTHER RESOLVED, the \$250 of expenditure authority shall be transferred from Org. 8911 – DYFS Administration, account 7999, to Org. 8911 – DYFS Administration, account 0093; and

BE IT FURTHER RESOLVED, the Milwaukee County Board of Supervisors hereby approves the following amendment to the ordinance, accordingly:

43 **AN ORDINANCE**

44
45 The County Board of Supervisors of the County of Milwaukee does ordain as
46 follows:

47
48 **SECTION 1.** Section 15.17(2)(u) of the General Ordinances of Milwaukee County, is
49 amended as follows:

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51 15.17. Departmental imprest fund.

52
53 (2) The following is a schedule of authorized imprest funds. Any part of such imprest
54 funds authorized to be deposited in a public depository as indicated in each subsection
55 of this section, may be withdrawn by check signed by the highest ranking official of each
56 department or by an incumbent of a position so designated by such departmental
57 official.

58
59 (u) Health and human services

60	1. Human services (general operations)	\$1,000	yes
61	2. Human services (GO Pass program)	\$1,000	yes
62	3. <u>Human services (Division of Youth and Family Services)</u>	<u>\$250</u>	<u>yes</u>

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64 **SECTION 2.** The provisions of this ordinance shall be effective upon passage and
65 publication.

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68 srb
69 05/16/19
70 S:\Committees\2019\May\F&A\Resolutions\19-436 HHS Imprest Funds.docx