



Milwaukee County

County Courthouse
901 N. 9th Street, Rm. 105
Milwaukee, WI 53233

Meeting Minutes Administrative Determination Review Committee - HHN

Chairperson: Supervisor Martin Weddle
Committee Coordinator: Shanin Brown, 414-278-4073

Tuesday, June 30, 2015

10:00 AM

Milwaukee County Courthouse
Room 201B

Call To Order

Present: 3 - Cady, Miranda, and Weddle

SOCIAL DEVELOPMENT COMMISSION - 1

Closed Session - Item 1

- 1 [15-444](#) An appeal by the Social Development Commission of the Initial Review of the Determination of the Milwaukee County Department of Health and Human Services, regarding the Energy Assistance Request for Proposals #82110001.

- Attachments:**
- [SDC NOTICE OF APPEAL](#)
 - [DEPARTMENTAL FILE \(DF\) - Cover Letter](#)
 - [DF - Table of Contents](#)
 - [DF - EXHIBIT 1 2015 Energy Assistance RFP # 82110001 \(posted 02/13/15\)](#)
 - [DF - EXHIBIT 2 Pre-bid Meeting Audio Time Points](#)
 - [DF - EXHIBIT 3 RFP Questions and Answers \(posted 03/09/15\)](#)
 - [DF - EXHIBIT 4 Q&A Attachment 1: 3-Year Sub-Contract History \(posted 03/09/15\)](#)
 - [DF - EXHIBIT 5 Q&A Attachment 2: Application Demographics \(posted 03/09/15\)](#)
 - [DF - EXHIBIT 6 Questions Submitted by Agencies \(emails\)](#)
 - [DF - EXHIBIT 7 Changes to the RFP \(posted 03/18/15\)](#)
 - [DF - EXHIBIT 8 Printout from County RFP Portal Webpage](#)
 - [DF - EXHIBIT 9 Initial Proposal Scoring Sheets for All Agencies](#)
 - [DF - EXHIBIT 10 Requests \(03/31/15\) and Responses for More Information for Initial Scoring \(emails\)](#)
 - [DF - EXHIBIT 11 Requests \(04/22/15\) and Responses for New Budgets \(emails\)](#)
 - [DF - EXHIBIT 12 SDC Question Regarding New Budgets \(email\)](#)
 - [DF - EXHIBIT 13 Review Panel Characteristics](#)
 - [DF - EXHIBIT 14 Reviewer Score Sheet - blank](#)
 - [DF - EXHIBIT 15 Summary of All Evaluators' Scores for Bidders for All Zones](#)
 - [DF - EXHIBIT 16 On Time Evaluation](#)
 - [DF - EXHIBIT 17 Zone 1 \(Northwest\) Pre-Calculated Score Sheet](#)
 - [DF - EXHIBIT 18 Zone 1 Individual Proposer Score Sheets](#)
 - [DF - EXHIBIT 19 Zone 2 \(Northeast\) Pre-Calculated Score Sheet](#)
 - [DF - EXHIBIT 20 Zone 2 Individual Proposer Score Sheets](#)
 - [DF - EXHIBIT 21 Zone 3 \(West\) Pre-Calculated Score Sheet](#)
 - [DF - EXHIBIT 22 Zone 3 Individual Proposer Score Sheets](#)
 - [DF - EXHIBIT 23 Zone 4 \(Central-Downtown\) Pre-Calculated Score Sheet](#)
 - [DF - EXHIBIT 24 Zone 4 Individual Proposer Score Sheets](#)
 - [DF - EXHIBIT 25 Zone 5 \(Southwest\) Pre-Calculated Score Sheet](#)
 - [DF - EXHIBIT 26 Zone 5 Individual Proposer Score Sheets](#)
 - [DF - EXHIBIT 27 Zone 6 \(Southeast\) Pre-Calculated Score Sheet](#)
 - [DF - EXHIBIT 28 Zone 6 Individual Proposer Score Sheets](#)
 - [DF - EXHIBIT 29 Intent to Award Letters](#)
 - [DF - EXHIBIT 30 SDC Request for Reasons of Determination Letter](#)
 - [DF - EXHIBIT 31 Response to Request for Reasons of Determination](#)
 - [DF - EXHIBIT 32 SDC Request for Appeal \(to the DHHS Director\)](#)

[DF - EXHIBIT 33 Response to Request for Appeal from Director Colon](#)
[DF - EXHIBIT 34 SDC Request for Appeal \(to the County Board\)](#)
[DF - EXHIBIT 35 2015-2016 Proposed Zones and Application Sites](#)
[DF - EXHIBIT 36 Summary of SDC Proposed Sites](#)
[DF - EXHIBIT 37 Community Advocates, Inc., RFP Response](#)
[DF - EXHIBIT 38 Energy Services, Inc., \(ESI\) RFP Response](#)
[DF - EXHIBIT 39 Social Development Commission \(SDC\) RFP Response](#)
[DF - EXHIBIT 40 UMOS, Inc., RFP Response](#)
[DF - Energy 03/02/15 Pre-Bid Meeting Audio](#)
[SDC Position Statement](#)
[SDC Position Statement Attachments](#)
[Departmental Position Statement](#)
[Departmental Statement Attachments](#)

APPEARANCES:

Kathryn West, Assistant Corporation Counsel
Colleen Foley, Deputy Corporation Counsel
Dennis Buesing, Contract Administrator, Department of Health and Human Services (DHHS)
Diane Gallegos Zettelmeier, Contract Services Coordinator, DHHS

The following people appeared and spoke regarding this item:

Attorney James Hall, Hall, Burce & Olson, S.C.
Diane Robinson, Energy Assistance Manager, Social Development Commission (SDC)
George Hinton, Chief Executive Officer, SDC
Gerard A. Randall, Jr., Chairman, SDC Board of Directors

Attorney Gregory Burce, Hall, Burce & Olson, S.C. appeared but did not speak regarding this item:

A motion was made by Mr. Miranda that on the matter of the Social Development Commission's appeal, pursuant to Chapter 110.09 of the Milwaukee County Code of Ordinances, of the decision of the Department of Health and Human Services regarding its intent to award the contracts in the #MSD 001 Energy Assistance (WHEAP) Program, is REVERSED, based upon a review of the record, on the grounds that the action of the Department in scoring the proposals appears to be arbitrary, oppressive or unreasonable, representing its will and not its judgement.

The Department of Health and Human Services is instructed to create a new diverse review panel to re-score the proposals which were previously submitted by the four proposers.

The motion PREVAILED by the following vote:

Ayes: 2 - Miranda and Weddle

Noes: 1 - Cady

The Committee adjourned into Closed Session from 12:36 p.m. to 2:31 p.m. Upon reconvening at 2:31 p.m., a roll call was taken and all Committee members were present.

Length of meeting: 10:02 a.m. to 2:33 p.m.

Adjourned,

Shanin R. Brown
Committee Coordinator
Administrative Determination Review Committee-Health and
Human Needs