

**COUNTY OF MILWAUKEE**  
INTEROFFICE 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 enter into a 2012 Professional Services Contract for specialized accounting services with Quick Financial Solutions, LLC, in the amount of \$107,262**

**Issue**

Section 56.30 of the Milwaukee County Code of General Ordinances requires County Board approval for Professional Services Contracts of \$50,000 or greater. Per Section 56.30, the Acting Director of the Department of Health and Human Services (DHHS) is requesting authorization to enter into a Professional Services Contract with Quick Financial Solutions, LLC, in the amount of \$107,262 for 2012 for specialized accounting and fiscal management services.

**Background**

Each year, DHHS enters into purchase contracts and fee-for-service agreements for the provision of human services totaling hundreds of millions of dollars, with a wide variety of community agencies. Under state law and federal guidelines, the county is required to review CPA audits of all agencies that receive state funding in the amount of \$25,000, or greater, or federal funding in the amount of \$500,000 or greater effective January 1, 2005. In addition, DHHS is required to conduct other forms of sub-recipient monitoring that may include desk reviews, on-site reviews, and audits of provider agencies. DHHS' 2012 adopted budget includes \$87,262 for accounting services to provide audit review and monitoring services of provider agencies and the department's fee-for-service networks.

The county would face a significant loss of federal and state revenue if it failed to review audits per federal and state requirements. Furthermore, the audit reviews and monitoring of provider agencies allows the county to ensure that human service purchase agencies are not paid in excess of allowable costs, and that agencies maintain adequate financial systems, records, and practices.

In addition, DHHS' 2012 adopted budget includes \$20,000 for accounting services to enhance Children's Long Term Support (CLTS) Medicaid Waiver fiscal management to maximize the Disabilities Services Division's (DSD) ability to draw down state and federal revenue.

Professional services to be provided include analysis and review of the components of the CLTS Medicaid Waiver program and the CLTS TPA claims process, including creation and preparation of monitoring tools to aid DSD fiscal and program staff in the management of the CLTS Medicaid Waiver program more efficiently and effectively.

It has been determined that, in order to perform these accounting and auditing functions appropriately, it is necessary for DHHS to secure the experience and expertise of a professional consulting firm with current experience in both governmental and non-profit accounting and auditing.

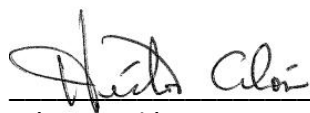
In 2009, the DHHS Management Services Division initiated a Request for Proposals (RFP) for competitive bidding for accounting services to provide audit review and monitoring services of provider agencies and to enhance Long Term Support Medicaid Waiver fiscal management. The RFP contained provisions for a one-year contract, with two one-year options to renew the contract in subsequent years if agreed to by both parties. Subsequent rate increases would be limited to the rate of inflation in the prior calendar year, if funding were continued in future years. The applicant awarded the contract was Quick Financial Solutions, LLC, a certified Disadvantaged Business Enterprise (DBE).

### **Recommendation**

It is recommended that the Acting Director of the Department of Health and Human Services, or his designee, be authorized to enter into a professional services contract with Quick Financial Solutions, LLC, in the amount of \$107,262 for the period January 1, 2012 through December 31, 2012. Approval of this contract recommendation will allow the Department to maintain its required review of provider agency audits and monitoring activities, enhance Children's Long Term Support Medicaid Waiver fiscal management, and maximize DSD's ability to draw down state and federal revenue.

### **Fiscal Effect**

There is no budgetary impact associated with this request, as funding for this professional services contract is included in the 2012 Adopted Budget. 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  
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