



Milwaukee County

County Courthouse
901 N. 9th Street, Rm.
203R
Milwaukee, WI 53233

Meeting Agenda

Finance and Audit Committee

Chairperson: Supervisor Peggy A. West
Committee Coordinator: Janelle M. Jensen, 414-278-4228
Director of Research and Policy: Steve Cady, 414-278-4347

Thursday, December 8, 2016

9:00 AM

Room 203R

Public Notice

PLEASE TAKE NOTICE: Members of the Milwaukee County Board of Supervisors (County Board) who are not members of this committee may attend this meeting to participate or to gather information. Therefore, notice is hereby given that this meeting may constitute a meeting of the County Board and/or a meeting of one or more of the County Board's other committees, commissions, or task forces, although no action will be taken at this meeting by the County Board or any of its other committees, commissions, or task forces.

NOTICE: The Committee may consider and vote to recommend County Board adoption of a resolution related to the subject of any "information only" item listed on this agenda. The public will be offered the opportunity to comment on any such proposal at this meeting.

PLEASE NOTE: The Committee usually considers the agenda items in the order listed. However, the Committee reserves the right to consider any item on the agenda in any order or at any time after the start of the meeting.

Call To Order

Roll Call

- 1 [16-648](#) From the Milwaukee County Comptroller, requesting authorization to amend an existing Agreement with Quarles & Brady, LLP, for bond counsel services by extending the term from December 31, 2016, until the latest of (a) December 31, 2018, or (b) such time as the work on financings in progress on December 31, 2018, is completed, or (c) such time as the Milwaukee County Board of Supervisors takes further action designating bond counsel, unless otherwise terminated pursuant to the terms and conditions of the Agreement.

Attachments: [REPORT](#)
[RESOLUTION](#)
[FISCAL NOTE](#)
[REVISED AMENDMENT AGREEMENT \(12/05/16\)](#)

- 2 [16-675](#) From the Chief Human Resources Officer, Department of Human Resources (DHR), and the Director, Retirement Plan Services Division, DHR, providing an informational update regarding the Internal Revenue Service Voluntary Correction Plan. **(Considered by the Committees on Personnel and Finance and Audit) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**
Attachments: [REPORT](#)
[PENSION ANALYSIS](#)
- 3 [16-679](#) From the Chief Judge, First Judicial District, Combined Court Related Operations, requesting authorization to execute contracts relative to the Safety and Justice Challenge Phase II Implementation grant award received from the John D. and Catherine T. MacArthur Foundation for: a Safety and Justice Challenge Project Coordinator in the amount of \$127,500, effective for 18-months upon execution of the contract; and with the Medical College of Wisconsin in the amount of \$350,847 for data enhancements, for the period effective December 1, 2016, through May 31, 2018. **(Referred to the Committee on Judiciary, Safety, and General Services for INFORMATIONAL PURPOSES ONLY per Section 59.52(31)(d), Wisconsin Statutes; Referred to the Committee on Finance and Audit)**
Attachments: [REPORT](#)
[RESOLUTION](#)
[CORRECTED FISCAL NOTE](#)
- 4 [16-655](#) From the Superintendent, House of Correction, requesting authorization to amend an existing contract with the Benedict Center by \$198,045, from \$254,999 to \$453,044, for case management and re-entry services provided to female offenders, and to extend the contract to new a term effective January 1, 2017, through December 31, 2017.
Attachments: [REPORT](#)
[RESOLUTION](#)
[FISCAL NOTE](#)
[CONTRACT EXTENSION](#)
- 5 [16-726](#) A resolution establishing a Milwaukee County policy for the Director of the Office on African American Affairs to create Community Restoration Centers in underserved areas, and to provide informational reports on all contracted services implemented by the department.
Sponsors: Weishan Jr.
Attachments: [RESOLUTION](#)
[FISCAL NOTE](#)

- 6 [16-737](#) A resolution to transfer unused monies earmarked for the Community Identification Program in the Office of Government Affairs to cash finance two new Capital Improvement Projects: Futsal in Pulaski Park and Baseball Diamond Improvements at Humboldt Park.
- Sponsors:** Dimitrijevic and Haas
- Attachments:** [RESOLUTION](#)
- [FISCAL NOTE](#)
- 7 [16-653](#) **2017 Adopted Budget Amendment 1A045:** From the Director, Milwaukee County Zoo (the Zoo), requesting authorization to create 1.0 full-time equivalent Conservation, Research, and Sustainability Coordinator position (title code to be determined, pay range 27M) at the Zoo effective January 2, 2017.
- Attachments:** [DEPARTMENTAL REQUEST](#)
- [DAS REPORT](#)
- [DAS RESOLUTION](#)
- [DAS FISCAL NOTE](#)
- 8 [16-656](#) From the Director, Milwaukee County Zoo (the Zoo), requesting authorization to create 1.0 full-time equivalent temporary Staff Veterinarian position (title code to be determined, pay range 30M) at the Zoo effective December 9, 2016.
- Attachments:** [DEPARTMENTAL REQUEST](#)
- [DAS REPORT](#)
- [DAS RESOLUTION](#)
- [DAS FISCAL NOTE](#)
- 9 [16-680](#) From the Director, Office of Emergency Management, requesting authorization to execute a Professional Services Contract with area municipalities in the amount of \$3,625,000 for the provision of Basic Life Support, Advanced Emergency Medical Technician, and Advanced Life Support emergency medical services in Milwaukee County, for the period effective January 1, 2017, through December 31, 2018, with one two-year renewal option.
- Attachments:** [REVISED REPORT](#)
- [REVISED RESOLUTION](#)
- [FISCAL NOTE](#)
- [CONTRACT](#)
- [CAPITAL PROJECT WO30301](#)
- [ICC PACKET](#)

- 10 [16-716](#) From the Director of Risk Management, Department of Administrative Services, requesting authorization for Aon Risk Services to bind Milwaukee County's Property and Casualty Insurance Program with total premium expenses in the amount of \$2,876,145, for the period effective January 1, 2017, through December 31, 2017.

Attachments: [REPORT](#)

[RESOLUTION](#)

[FISCAL NOTE](#)

[PROPERTY & CASUALTY INSURANCE RENEWALS](#)

PASSIVE REVIEW CONTRACTS: ITEMS 11, 12, and 13

Act 14 provides for a 14-day review period by the Finance and Audit (F&A) Committee for all contracts between \$100,000-\$299,999.99.

The contract may take effect only upon one of the following:

The 14-day review period expired with no action by the F&A Committee, or

The F&A Committee reviewed the item and placed it on file within the 14-day review period, or

The F&A Committee voted to approve the contract during the 14-day review period, or

The F&A Committee voted to reject it within the 14-day review period, but, within 30 days of the Committee action, the County Board votes to approve it.

- 11 [16-678](#) From the Director, Child Support Services, submitting a passive review contract with My Father's House in the amount of \$165,600, for employment assistance for unemployed or underemployed payers who are court ordered into the Children First Program, for the period effective January 1, 2017, through December 31, 2017. **(PASSIVE REVIEW; INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [REPORT](#)

[FISCAL NOTE](#)

[CONTRACT](#)

- 12 [16-691](#) From the Director, Child Support Services, submitting a passive review contract with Employ Milwaukee in the amount of \$204,400, for employment assistance for unemployed or underemployed payers who are court ordered into the Children First Program, for the period effective January 1, 2017, through December 31, 2017. **(PASSIVE REVIEW; INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [REPORT](#)

[FISCAL NOTE](#)

[CONTRACT](#)

- 13 [16-725](#) **2016 Adopted Budget Amendment 1A010:** From the Director, Department of Transportation, submitting a passive review contract with Hanson Professional Services, Inc., in an amount not-to-exceed \$250,000 for business planning and consulting services at Lawrence J. Timmerman Airport, for the period effective January 3, 2017, through July 1, 2017. **(PASSIVE REVIEW; INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**
Attachments: [REPORT](#)
[FISCAL NOTE](#)
[PROFESSIONAL SERVICES CONTRACT \(91 pages\)](#)
- 14 [16-671](#) From the Director, Department of Transportation, requesting authorization to execute a multi-year Professional Services Contract with Collins Engineers, Inc., in an amount not-to-exceed \$205,244.24, for Milwaukee County bridge design, inspection, and program management services for 2017 and 2018.
Attachments: [REPORT](#)
[RESOLUTION](#)
[FISCAL NOTE](#)
[EXECUTED CONTRACT](#)
- 15 [16-666](#) From the Director, Department of Transportation (DOT), providing an informational Notification of Unanticipated Revenue Surplus in the amount of \$101,850 in the Fleet Management Division, DOT, which was used to purchase necessary equipment. **(Considered by the Committees on Transportation, Public Works, and Transit, and Finance and Audit) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**
Attachments: [REPORT](#)

PASSIVE REVIEW CONTRACT: ITEM 16

Act 14 provides for a 14-day review period by the Finance and Audit (F&A) Committee for all contracts between \$100,000-\$299,999.99.

The contract may take effect only upon one of the following:

The 14-day review period expired with no action by the F&A Committee, or

The F&A Committee reviewed the item and placed it on file within the 14-day review period, or

The F&A Committee voted to approve the contract during the 14-day review period, or

The F&A Committee voted to reject it within the 14-day review period, but, within 30 days of the Committee action, the County Board votes to approve it.

16 [16-733](#)

2015 Adopted Capital Project WP484-Lake Park Arch Bridge Over Ravine Drive: From the Director, Architecture, Engineering, and Environmental Services Section, Facilities Management Division, Department of Administrative Services, submitting a passive review Professional Services Agreement amendment with Graef-USA, Inc., in the amount of \$139,563.55, from \$98,812.06 to \$238,375.61, for Phase II professional design services. **(PASSIVE REVIEW; INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [REPORT](#)

[FISCAL NOTE](#)

[FEE INCREASE APPROVAL](#)

17 [16-728](#)

A resolution authorizing a 2017 Capital Improvement appropriation transfer to reallocate \$100,800 in general obligation bond financing from Adopted Capital Project WP52301 - Lake Park Steel Arch Bridge to Adopted Capital Project WP48401 - Lake Park Ravine Bridge.

Sponsors: Wasserman

Attachments: [RESOLUTION](#)

[FISCAL NOTE](#)

18 [16-729](#)

From the Director, Office for Persons with Disabilities, requesting authorization to execute a contract with Easter Seals of Southeast Wisconsin the amount of \$339,937 per year (\$266,937 for programming and \$73,000 for transportation) for summer camp and recreational programming for persons with disabilities in the Wil-O-Way Recreational Program, for the period effective January 1, 2017, through December 31, 2019, with two one-year renewal options.

Attachments: [REPORT](#)

[REVISED RESOLUTION \(11/23/16\)](#)

[FISCAL NOTE](#)

[CONTRACT](#)

PASSIVE REVIEW CONTRACT: ITEM 19

Act 14 provides for a 14-day review period by the Finance and Audit (F&A) Committee for all contracts between \$100,000-\$299,999.99.

The contract may take effect only upon one of the following:

The 14-day review period expired with no action by the F&A Committee, or

The F&A Committee reviewed the item and placed it on file within the 14-day review period, or

The F&A Committee voted to approve the contract during the 14-day review period, or

The F&A Committee voted to reject it within the 14-day review period, but, within 30 days of the Committee action, the County Board votes to approve it.

19 [16-735](#)

From the Interim Director, Department on Aging, submitting a passive review Purchase of Service Contract with SET Ministry, Inc., in the amount of \$180,000 for nutrition site supervision services at multiple sites, for the period effective January 1, 2017, through December 31, 2017. **(PASSIVE REVIEW; INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [REPORT](#)

[FISCAL NOTE](#)

[PURCHASE OF SERVICE CONTRACT](#)

20

[16-652](#)

From the Interim Director, Department on Aging, requesting authorization to execute Purchase of Service Contracts with: Legal Action of Wisconsin, Inc., in the amount of \$430,501 for the provision of benefit specialist/legal services; United Community Center, Inc., in the amount of \$373,189 for the provision of programs in United Community Center Senior Center; Interfaith Older Adult Programs, Inc., in the amount of \$1,322,867 for the provision of programs in Clinton and Bernice Rose Park, McGovern Park, Washington Park, Wilson Park, and Lawrence P. Kelly Senior Centers; Interfaith Older Adult Programs, Inc., in the amount of \$538,158 for the provision of family caregiver support and Alzheimer's disease direct services; Goodwill Industries of Southeastern Wisconsin, Inc., in the amount of \$1,082,903 for the provision of case management and delivery services for home delivered meals; and Transit Express, Inc., in the amount of \$1,392,819 for the provision of specialized elderly transportation services. **(Referred to the Committee on Health and Human Needs for INFORMATIONAL PURPOSES ONLY per Section 59.52(31)(d), Wisconsin Statutes; Referred to the Committee on Finance and Audit)**

Attachments: [REPORT](#)

[RESOLUTION](#)

[FISCAL NOTE](#)

[RFP BACKGROUND](#)

[2016-2017 CONTRACT CHANGES](#)

[LEGAL ACTION OF WISCONSIN CONTRACT](#)

[UNITED COMMUNITY CENTER CONTRACT](#)

[INTERFAITH CONTRACT I](#)

[INTERFAITH CONTRACT II](#)

[GOODWILL INDUSTRIES CONTRACT](#)

[TRANSIT EXPRESS CONTRACT](#)

- 21 [16-723](#) From the Interim Director, Department on Aging, requesting authorization for the County Executive, or his designee, to execute a contract with the Wisconsin Department of Health Services (DHS) enabling the Department on Aging to serve as the Aging Resource Center of Milwaukee County under Family Care, for the period effective January 1, 2017, through December 31, 2017, and to accept \$2,773,238 and such other revenues as DHS may award to operate the Aging Resource Center in 2017. **(Referred to the Committee on Health and Human Needs for INFORMATIONAL PURPOSES ONLY per Section 59.52(31)(d), Wisconsin Statutes; Referred to the Committee on Finance and Audit)**
- Attachments: [REPORT](#)
 [RESOLUTION](#)
 [FISCAL NOTE](#)
- 22 [16-724](#) From the Interim Director, Department on Aging, requesting authorization for the County Executive, or his designee, to execute the 2017 State and County Contract covering Social Services and Community Programs - Aging Programs between Milwaukee County and the Wisconsin Department of Health Services and to accept the Federal and State revenues provided thereunder, including any and all increases in allocations during the contract year.
- Attachments: [REPORT](#)
 [RESOLUTION](#)
 [FISCAL NOTE](#)
- 23 [16-734](#) From the Interim Director, Department on Aging, requesting authorization to execute two Purchase of Service Contracts with Interfaith Older Adult Programs, Inc., in the amount \$180,000 for nutrition site supervision services and in the amount of \$271,232 for coordination of neighborhood services, for the period effective January 1, 2017, through December 31, 2017. **(Referred to the Committee on Health and Human Needs for INFORMATIONAL PURPOSES ONLY per Section 59.52(31)(d), Wisconsin Statutes; Referred to the Committee on Finance and Audit)**
- Attachments: [REPORT](#)
 [RESOLUTION](#)
 [FISCAL NOTE](#)
 [CONTRACT \(neighborhood services\)](#)
 [CONTRACT \(nutrition site supervision\)](#)

- 27 [16-684](#) **2017 Adopted Budget Amendment 1A045:** From the Director, Department of Health and Human Services (DHHS), requesting authorization to create 1.0 full-time equivalent Community Intervention Specialist position (title code 00008000, pay range 24) in the Housing Division of DHHS, effective January 1, 2017.
Attachments: [DEPARTMENTAL REQUEST](#)
[DAS REPORT](#)
[DAS RESOLUTION](#)
[DAS FISCAL NOTE](#)
- 28 [16-685](#) From the Director, Department of Health and Human Services, requesting authorization to execute a Professional Services Contract with Quick Financial Solutions LLC, in the amount of \$176,904, with an aggregate value of \$671,568, for specialized fiscal management services in the Management Services Division, for the period effective January 1, 2017, through December 31, 2017.
Attachments: [REVISED REPORT](#)
[REVISED RESOLUTION](#)
[REVISED FISCAL NOTE](#)
- 29 [16-686](#) From the Director, Department of Health and Human Services, requesting authorization to execute a Purchase of Service Contract with IMPACT, Inc., in the amount of \$430,000 for the 2-1-1 Community Information Line, for the period effective January 1, 2017, through December 31, 2017. **(Referred to the Committee on Health and Human Needs for INFORMATIONAL PURPOSES ONLY per Section 59.52(31)(d), Wisconsin Statutes; Referred to the Committee on Finance and Audit)**
Attachments: [REPORT](#)
[RESOLUTION](#)
[FISCAL NOTE](#)

- 30 [16-687](#) From the Director, Department of Health and Human Services, requesting authorization to execute a contract with the State Department of Children and Families and to accept \$35,714,663 in revenue (excluding corrective sanctions) and any addendum thereto to provide Community Youth and Family Aids, for the period effective January 1, 2017, through December 31, 2017. **(Referred to the Committee on Health and Human Needs for INFORMATIONAL PURPOSES ONLY per Section 59.52(31)(d), Wisconsin Statutes; Referred to the Committee on Finance and Audit)**

Attachments: [REVISED REPORT \(12/5/16\)](#)

[REVISED RESOLUTION \(12/5/16\)](#)

[REVISED FISCAL NOTE \(12/5/16\)](#)

[MEMO \(12/5/16\)](#)

[FUNDING EXHIBIT \(2016 VS. 2017\)](#)

- 31 [16-688](#) From the Director, Department of Health and Human Services (DHHS), requesting authorization to execute Professional Services Contracts with: The Medical College of Wisconsin, Alternatives in Psychological Consultation, Behavioral Affiliates, Wauwatosa Virtual Academy, Omnicare of Milwaukee, and University of Wisconsin-Madison, in the total amount of \$548,070 for programs within the Delinquency and Courts Services Division (DCSD) for the period effective January 1, 2017, through December 31, 2017; and with National Council on Crime and Delinquency in the amount of \$99,945 for programs within DHHS, for the period retroactive to November 1, 2016, through December 31, 2017. **(Referred to the Committee on Health and Human Needs for INFORMATIONAL PURPOSES ONLY per Section 59.52(31)(d), Wisconsin Statutes; Referred to the Committee on Finance and Audit)**

Attachments: [REPORT](#)

[RESOLUTION](#)

[FISCAL NOTE](#)

- 32 [16-689](#) From the Director, Department of Health and Human Services, requesting authorization to execute Purchase of Service Contracts with: Southwest Key Programs, Inc., Nehemiah Project, Inc., St. Charles Youth and Family Services, Professional Services Group, Inc., Wisconsin Community Services Inc., La Causa, Inc., Meta House, Community Advocates, and Running Rebels Community Organization in the total amount of \$7,868,213 for programs within the Delinquency and Court Services Division, for the period effective January 1, 2017, through December 31, 2017. **(Referred to the Committee on Health and Human Needs for INFORMATIONAL PURPOSES ONLY per Section 59.52(31)(d), Wisconsin Statutes; Referred to the Committee on Finance and Audit)**
Attachments: [REPORT](#)
[CORRECTED RESOLUTION](#)
[FISCAL NOTE](#)
- 33 [16-692](#) From the Milwaukee County Comptroller, providing an informational report summarizing Contract Notifications received during the months of September and October 2016 pursuant to Sections 44.09(e), 46.09(8), and 56.30(8) of the Milwaukee County Code of General Ordinances. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**
Attachments: [REPORT](#)
[ATTACHMENT 1 - EXEMPTIONS](#)
[ATTACHMENT 2 - ACCOUNTS CHARGED](#)
[ATTACHMENT 3 - MAIN](#)
[ATTACHMENT 4 - NO IMMEDIATE \\$ IMPACT](#)
[ATTACHMENT 5 - REVENUE](#)
- 34 [16-695](#) From the Milwaukee County Comptroller, providing an informational report regarding the 2016 Year-End Fiscal Projection for Milwaukee County (3rd Quarter). **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**
Attachments: [09 3rd Q Fiscal Report - 2016.pdf](#)
- 35 [16-607A](#) From the Director, Office of Performance, Strategy, and Budget, Department of Administrative Services submitting a 2016 Appropriation Transfer Packet for the October 2016 Cycle. **(Section C1 ONLY: WP225021 Oakwood Golf Course Cart Paths; WP19101 Moody Park Renovation; WP20201 Martin Luther King Jr Community Center Heating, Ventilation and Air Conditioning; and WP27101 Johnson Park Pavilion) (10/31/16: Laid Over for One Cycle)**
Attachments: [DRAFT SECTION C1 ONLY](#)
[F&A MINUTES 10/31/16 \(page 11\)](#)

- 36 [16-718](#) From the Director, Office of Performance, Strategy, and Budget, Department of Administrative Services, submitting a 2016 Appropriation Transfer Packet for the December 2016 Cycle.
Attachments: [REVISED DRAFF TRANSER PACKET \(11/18/16\)](#)
- 37 [16-719](#) From the Director, Office of Performance, Strategy, and Budget, Department of Administrative Services, submitting a 2017 Appropriation Transfer Packet for the December 2016 Cycle.
Attachments: [DRAFT TRANSFER PACKET](#)
- 38 [16-736](#) From Corporation Counsel, requesting authorization to amend Section 17.14 (7) and (8) of the Milwaukee County Code of General Ordinances, regarding the employee and retiree health plan to conform to the 2017 Adopted Budget.
Attachments: [REPORT](#)
[RESOLUTION/ORDINANCE](#)
[FISCAL NOTE](#)
- 39 [16-693](#) From the Director of Audits, Audit Services Division, Office of the Comptroller, providing an informational status update on the implementation of recommendations contained in the audit report titled "Boerner Botanical Gardens Must Address Numerous Needs to Achieve Its Mission." **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**
Attachments: [REPORT](#)
[IMPLEMETATION STATUS](#)

CLOSED SESSION: ITEM 40

The Committee may adjourn into closed session under the provisions of Section 19.85(1)(d), Wisconsin Statutes, for the purpose of considering strategy for crime detection or prevention and Section 19.85(1)(e), Wisconsin Statutes, for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Any such closed session adjournment relates to the following matter(s). At the conclusion of the closed session, the Committee may reconvene in open session to take whatever actions it may deem necessary.

40 [16-699](#)

From the Director of Audits, Audit Services Division, Office of the Comptroller, providing an informational status update on the implementation of recommendations contained in the audit report titled "Audit of Cybersecurity." **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [REPORT](#)

CLOSED SESSION: ITEM 41

The Committee may adjourn into closed session under the provisions of Section 19.85(1)(g), Wisconsin State Statutes, for the purpose of the Committee receiving oral or written advice from legal counsel concerning strategy to be adopted with respect to pending or possible litigation with regard to the following matter(s). At the conclusion of the closed session, the Committee may reconvene in open session to take whatever actions it may deem necessary.

41 [16-8](#)

From Corporation Counsel, submitting an informational monthly report providing an update on the status of pending litigation. **(Considered by the Committees on Judiciary, Safety, and General Services and Finance and Audit) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Attachments: [REVISED NOVEMBER/DECEMBER REPORT \(11/22/16\)](#)
[CORPORATION COUNSEL MEMO \(12/01/16\)](#)

Adjournment**Deadline for the next meeting:**

The next regular meeting for the Committee on Finance and Audit is Thursday, January 26, 2017.

All items MUST be in the Committee Coordinator's possession by 4:00 p.m., on Friday, January 6, 2017.

ADA accommodation requests:

ADA accommodation requests should be filed with the Milwaukee County Office for Persons with Disabilities, 278-3932 (voice) or 711 (TRS), upon receipt of this notice.