

**CONTRACT between
MILWAUKEE COUNTY HOUSE OF CORRECTION
and
WISCONSIN COMMUNITY SERVICES, INC.**

THIS CONTRACT (the “Contract”), dated as of _____, 2015, is between the Milwaukee County House of Correction (“MILWAUKEE COUNTY”), with offices located at 8885 South 68th Street, Franklin, Wisconsin 53132, and WISCONSIN COMMUNITY SERVICES, INC. (“VENDOR” or “Contractor”), with offices located at 3732 W. Wisconsin Ave., Suite 200, Milwaukee, WI 53208.

This Contract consists of the following two documents listed below in the order of precedence that will be followed in resolving any inconsistencies between the terms of the Contract and the terms of any Exhibits, Schedules, or Attachments thereto:

- a) This Contract for Service Agreement
- b) WISCONSIN COMMUNITY SERVICES, INC.’s Proposal Response to RFP #98150015

AGREEMENT

The contractor shall provide and operate the Milwaukee County Day Reporting Center (DRC). The DRC is an alternative to incarceration for non-violent pretrial and sentenced misdemeanor and felony offenders. The program is designed to divert offenders from jail into a community alternative while maintaining public safety and reducing detention costs. The goal of the program is to effectively supervise and treat offenders by addressing their identified criminogenic risks and needs.

This contract will provide for the assignment of qualified staff and related expenses to operate the Milwaukee County Day Reporting Center. Contractor shall provide programming classes and operate an on-site employment lab, offering job development and readiness classes and job placement activities for the offender population assigned to the Day Reporting Center.

1. SCOPE OF SERVICES

A. PROGRAMING

Contractor shall provide the following programming for all defendants sentenced to the House of Correction (HOC) that are eligible to participate in the DRC and/or who have entered into approved deferred prosecution agreements. Consistent with the policies and procedures developed by the HOC, Contractor shall:

- a) AODA Treatment Services - Treatment must be offered simultaneously at three levels: education, intensive treatment and relapse prevention. Treatment groups for females

must be separate from males and proposed methodology must be gender specific. Counselors must be properly credentialed, assigned to the program full-time and all services must be provided on site. Twice weekly random drug testing must be a component of this service. Staff responsibilities:

- Assess all participants for appropriate level of AODA intervention.
- Provide treatment services to participants as described above.
- Properly document participant compliance and progress.
- Work with participant's assigned case manager to coordinate services and aftercare upon program completion.

- b) Cognitive Intervention Programming (CIP) - Proposed program staff must have proper documentation of training and credentials in provision of the proposed curriculum. Vendor must identify the proposed CJP program and provide research citation that indicates it is evidence-based. Vendor must propose to provide CIP services that:
- Are behavioral in nature.
 - Employ cognitive-behavioral and social learning techniques such as modeling, role playing, and cognitive restructuring.
 - Provide reinforcements that are largely positive, not negative.
 - Are intensive, lasting three to 12 months (depending on need) and occupy a significant portion of the participant's program time
- c) Community Service/Restorative Justice - Participant accountability and restitution will be stressed in this program. This component will provide the participant with the experience of returning something positive to the community and of participating in their community in a positive manner. This program should also provide work experience and structured activities for those participants who may be waiting for enrollment into a specific treatment program or service. The vendor must provide transportation for participants to community service sites.
- d) Adult Basic Education Skills - All participants without a high school diploma/GED will be enrolled in Adult Basic Skills classes. Classes must be scheduled throughout the course of the day. Participants in this program will have attained different levels of academic achievement/functioning. Each student along with the instructor must establish and document achievable academic goals. Instructors must track, document and report participant progress in program database.
- e) Employment Readiness/Job Placement - Participants identified as being in need of employment will be enrolled in this program. Vendor should identify proposed curriculum and cite research to support that it is evidence based. This program should, at a minimum, address the following:
- Completing employment applications and preparing a resume.
 - Dressing and acting appropriately for employment success.
 - Identification and presentation of labor market resources.
 - Preparing for an interview.
 - Application and interview follow-up.

- f) Life Skills - Curriculum must cover topics such as self-development, relationships, family, economics, life management, resources and other topics pertinent to successful participant community re-entry.
- g) Parenting - Many DRC participants have lost custody of their children due to abuse or neglect. Programming should incorporate information regarding growth and development, development of parenting skills and effective communication skills. Proposed curriculum must be culturally sensitive and effective with parents who have substance abuse problems.
- h) Fatherhood - Participants learn to develop meaningful relationships with their children and families.
- i) Other Programs – The County is willing to hear other program ideas that the vendor believe may be valuable to provide at the DRC, which align with the goals and mission of the DRC.

Services (except for security) may be provided through subcontracts/MOU with qualified community providers.

B. OTHER SERVICES

Contractor shall also provide these services as described below.

- a) Security- Contractor shall provide unarmed security services for the DRC during hours in which participants are present at the facility. (Anticipated to be approximately 7:00 a.m.- 4:00p.m. Monday-Friday). Security cannot be outsourced to another company; they must be employees. It is preferred that assigned security personnel have prior law enforcement or correctional experience. At all times at least 2 security personnel must be on duty while the DRC is in session. Annual training in participant supervision and interaction is required for all security staff. At the DRC when a participant is not in a treatment session, class, other authorized activity and/or meeting with their case worker, the participant must remain in the DRC day room under the direct supervision of the DRC security staff. All participants in the day room must ask and receive permission from the security staff to use the restroom and/or leave the day room for any reason other than participation in DRC scheduled activities. In addition to supervising the day room area and addressing any issues within class or treatment rooms, security staff make continual and/or regular observations of the DRC entry lobby and adjacent area outside of the DRC as well as allow access to and egress from the DRC and monitor CCTV cameras. Staff responsibilities:
 - Perimeter security for program facility.
 - Prepare security file for each participant and create participant identification card.
 - Establish participant in program database.
 - Entrance/exit control and monitoring for both participants and visitors.
 - Security screening of all participants using metal detectors.
 - Contraband control.
 - Conduct rounds of facility to ensure participants remain in authorized areas and comply with programming schedule.

- Assistance with enforcement of program rules and regulations.
- Coordination of security efforts, eligibility list and participant movement with the Milwaukee County House of Correction.

b) Reporting - Accountability will be ensured through regular reporting of program activities and outcomes to the HOC:

- Weekly - a report detailing the number of persons receiving services at the DRC.
- Monthly - a report detailing the number served, average daily program population, number of referrals, discharge/completion information, compliance statistics, demographics of population served and progress toward goals and outcomes.
- Annually - a report that describes services provided, indicate number served, demographics of population served and progress toward program goals and outcomes. Report will compare activity and outcomes from year to year. This report will be due by March 1st of the succeeding year for each year of the contract.
- The vendor shall immediately notify the HOC of any problems that would jeopardize public safety or the offender's continuation in the DRC program. Problems shall include, but not be limited to: failure to report and follow daily schedules, failure to participate in required activities, drug or alcohol use and other behaviors that might pose a public risk. Vendor shall describe, in detail, their plan for immediate notification.
- Outcomes – At a minimum the Contractor will provide a monthly report which will include:
 - How many offenders participated in the program
 - How many offenders completed the program
 - If offender did not complete, why?
 - How many participants re-offended; after six, twelve & 18 months

In addition, these outcomes are required:

- i. 100% of eligible sentenced inmates will have an LSI-CMI completed;
- ii. 100% of eligible DRC participants will have an Individual Development Plan (IDP) completed that is designed to target the participant's criminogenic risk/needs;
- iii. Contractor shall work with Superintendent of the House of Correction (HOC) or his designee and appropriate Evidence-Based Decision Making Initiative subcommittees to develop measurable program goals and objectives.

c) Drug Testing – Twice weekly random drug testing must be a component of this service.

d) Case Management - implement case management services in accordance with the court ordered sentencing conditions and results of the LSI-R: CMI. Training and/or experience in motivational/S.T.A.R methods of interviewing is also desired.

C. STAFFING

The Contractor shall provide all personnel and equipment required to perform services under this contract. The contractor shall utilize as many permanent employees on this contract as possible. The contractor shall utilize only workers that are skilled in the tasks to which they are assigned

and can provide the highest quality of performance consistently on a daily basis. A contractual commitment of dependable, steady service is required.

Except as provided herein, the Contractor shall determine the methods, procedures and personnel policies to be used in initiating and furnishing services. Such methods, procedures and personnel policies shall be written and will be provided to the Superintendent of the HOC or his designee within 60 days of acceptance of this contract.

The contractor must, at a minimum, provide the following staffing:

- 1.0 Full Time Equivalent (FTE) Program Director
- 3.0 FTE Case Managers (Case Manager for Female participants is currently provided by Benedict Center)
- 2.0 FTE Security Officers
- 1.0 FTE AODA Counselor
- 1.0 Cognitive intervention Program Instructor
- 1.0 FTE Employment Counselor
- 1.0 FTE Community Services & Restorative Justice Parenting Instructor (Currently provided by the Milwaukee Parenting Network)
- Adult Basic Education/GED Instructor (Currently provided by MATC)

Contractor may not re-allocate or alter staffing in the program without the express permission of the Superintendent or his designee.

The scope and nature of services provided under this contract may be changed at the discretion of the Superintendent or his designee as long as such changes can be made within the existing staffing pattern and available resources of the program. The Superintendent or his designee, in consultation with the Contractor, may make changes to programming or services requiring additional staff resources, provided additional funding is obtained.

D. BUILDING/SPACE

Vendor will provide all facility space required to operate the DRC. The facility space shall be provided as set forth in Vendor's proposal. Any request by Vendor for a deviation or modification from the facility space set forth in the Vendor's proposal must be approved by the Superintendent before implementation by Vendor.

The vendor will be responsible for all utilities, printing, and communication services.

All computer equipment, printers, copiers, fax machines, hardware, software, office furniture, office supplies or program participant bus tickets purchased using funds under this contract are and shall remain property of Milwaukee County.

2. Dates of Performance. The initial term of this Contract shall be three (3) years from January 1, 2016 and renewable separately for up to two (2) additional one (1) year periods subject to approval and annual appropriations by the Milwaukee County Board of Supervisors.

3. Staffing. In addition to staffing requirements in Scope of Services above, Contractor represents that its employees and subcontractors possess the necessary skill, expertise, and capability, including sufficient personnel with the necessary qualifications, to perform the services required by this Contract. Contractor shall provide, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be the employees of, or have any other contractual relationship with, the County. All employees and agents of the Contractor providing any pretrial program or service shall be subject to background screening by the Superintendent or his designee. This screening may include but not be limited to a reference check, criminal conviction check and active warrant check. The Contractor shall not employ any person who the Superintendent informs the Contractor is not acceptable as a result of such screening.

4. Term. The agreement will be for three (3) full years, estimated to begin January 1, 2016 through December 31, ~~2019~~²⁰¹⁸ and renewable separately for up to two (2) additional one (1) year periods subject to approval and annual appropriations by the Milwaukee County Board of Supervisors.

5. Integration. Wisconsin Community Services, Inc. and MILWAUKEE COUNTY shall work together to transition to the new DRC operations.

6. Compensation. Contractor shall be compensated in the following manner, subject to County Board approval:

7.

	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
Totals	\$887,764	\$882,106	\$894,672	\$881,203	\$892,359	\$4,438,104

Contractor will be paid 1/12th of the annual total every month based on the table above. State Prompt Pay Law, Section 66.285, does not apply to this Contract. As a matter of practice, the County attempts to pay all invoices in 30 days. If no disputes arise, and the invoice has not been paid 60 days after it was received by the County, Contractor may file a claim for 3% (annual rate) on amounts not paid after the 60th day. The contractor will submit an invoice to June Jackson, Fiscal Operations Manager, 8885 South 68th Street, Franklin, WI 53132.

Contractor shall be compensated for work performed in general accordance with the applicable rules, procedures and regulations of Milwaukee County. Compensation is contingent on Milwaukee County making available funding for provision of these services. Administrative costs shall not exceed 12% of the total direct costs for the program. Compensation for services required under this contract shall be contingent upon satisfactory performance of work as ascertained and/or reported to the HOC. In the event of a dispute as to the services performed or compensation to be paid, the decision of the Superintendent shall prevail.

8. Billing. Contractor shall provide County with a monthly bill for services rendered. Monthly billing and related information will be due to the HOC by the 15th day of the succeeding month. The County is exempt from Federal Excise Taxes and Wisconsin State Sales Taxes. Any billing submitted by Contractor should be without such taxes. Contractor shall provide the Superintendent and/or his designee with monthly billings that will include:

- Salaries and wages of all vendor employees
- Benefits and taxes paid for all employees
- Any fees paid to subcontractors
- Any equipment expenses
- Any other related costs
- Cost of administration and indirect costs, by item detail

Failure to clearly identify all costs associated with the services provided may be cause for rejection of an invoice.

8. MILWAUKEE COUNTY’S Responsibilities.

The County will provide network access to the Criminal Justice Information System (CJIS).

9. VENDOR’S Responsibilities.

The contractor shall provide and operate the Milwaukee County Day Reporting Center (DRC). The vendor is responsible for employing qualified staff and all other related expenses required to operate the Milwaukee County Day Reporting Center. The scope of services is detailed above.

Accountability will be ensured through regular reporting of program activities and outcomes to the HOC as follows: Weekly – a report detailing the number of persons receiving services at the DRC. Monthly - a report detailing the number of defendants served, average daily program population, number of referrals, discharge/completion information, compliance statistics, demographics of population served and progress toward goals and outcomes. Annually – a report that describes services provided, indicates number of defendants served, demographics of population served and progress toward program goals and outcomes.

Report will compare activity and outcomes from year-to-year. This report will be due by March 15th of the succeeding year. Wisconsin Community Services, Inc. agrees to provide reports requested by the Superintendent or his designee.

10. Ownership of Data. Upon completion of the work or upon termination of the Contract, it is understood that all completed or partially completed data, drawings, records, computations, survey information, and all other material that Contractor has collected or prepared in carrying out this Contract shall be provided to and become the exclusive property of the County. Therefore, any reports, information and data, given to or prepared or assembled by Contractor under this Contract shall not be made available to any individual or organization by Contractor without the prior written approval of County.

No reports or documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Contractor.

11. Audit and Inspection of Records. Contractor shall permit the authorized representatives of County,

after reasonable notice, to inspect and audit all data and records of Contractor related to carrying out this Contract for a period up to three years after completion of the Contract. The prime contractor must obtain prior written Milwaukee County approval for all sub-contractors and/or associates to be used in performing its contractual obligations. There must be a written contractual agreement between the prime contractor and its County approved sub-contractor and/or associates which binds the sub-contractor to the same audit contract terms and conditions as the prime contractor.

12. Affirmative Action. The Contractor assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The Contractor assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. The Contractor assures that it will require that its covered sub-organizations provide assurances to the Contractor that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organizations, as required by 14 CFR Part 152, Subpart E, to the same effect.
13. Disadvantaged Business Enterprise. While not a requirement, the Contractor is willing to ensure that DBE's have the maximum opportunity to participate in this project. The Contractor is agreeing to a goal for this project of 5 %.
14. Non-Discrimination, Equal Employment Opportunity and Affirmative Action Programs. In the performance of work under this Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, color, ancestry or national origin, political or religious affiliation, age, sex, sexual orientation, gender identity and expression, or disability, which shall include, but not be limited to, the following:

Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor will post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of the non-discriminatory clause.

Contractor agrees to strive to implement the principles of equal employment opportunity through an effective Affirmative Action program, and has so indicated on the Equal Employment Opportunity Certificate attached hereto as and made a part of this Contract. The program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment, in all divisions of Contractor's work force, where these groups may have been previously under-utilized and under-represented. Contractor also agrees that in the event of any dispute as to compliance with the aforesaid requirements, it shall be its responsibility to show that it has met all such requirements.

When a violation of the non-discrimination, equal opportunity or Affirmative Action provisions of this section has been determined by County, Contractor shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.

If, after notice of a violation to Contractor, further violations of the section are committed during the term of the Contract, County may terminate the Contract without liability for the uncompleted portion or any materials or services purchased or paid for by the Contractor for use in completing the Contract, or it may permit Contractor to complete the Contract, but, in either event, Contractor shall be ineligible to bid on any future contracts let by County.

- 15. Indemnity. Contractor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, County, and its agents, officers and employees, from and against all loss or expense including costs and attorney’s fees by reason of statutory benefits under Workers Compensation Laws, or liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of Contractor, or its (their) agents which may arise out of or are connected with the activities covered by this Contract.

Contractor shall indemnify and save the County harmless from any award of damages and costs against County for any action based on U.S. patent or copyright infringement regarding computers programs involved in the performance of the tasks and services covered by this Agreement.

- 16. Insurance. The Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor’s employees and agents, shall rest with the Contractor. The Contractor may effect and maintain any insurance coverage, including, but not limited to, Worker’s Compensation, Employers Liability and General Contractual, Profession and Automobile Liability, to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Worker’s Compensation laws or other insurance provisions.

The Contractor shall provide evidence of the following coverages and minimum amounts:

Type of Coverage	Minimum Limits
Wisconsin Workers’ Compensation or Proof of All States Coverage	Statutory (waiver of subrogation)

Employer’s Liability	\$100,000/500,000/100,000
Commercial or Comprehensive General Liability & Professional Liability	\$1,000,000 Per Occurrence \$1,000,000 Per Occurrence / \$1,000,000 Aggregate
Bodily Injury and Property Damage (incl. Personal Injury, Fire Legal, Contractual & Products/ Completed Operations)	\$1,000,000 General Aggregate
Automobile Liability Bodily Injury & Property Damage	\$1,000,000 Per Accident
All Autos-Owned, non-owned and/or hired Uninsured Motorists	Per Wisconsin Requirements

Milwaukee County shall be named as an additional insured for General and Automobile Liability, with respect to the services provided in this Contract. Disclosure must be made of any non-standard or restrictive additional insured endorsement, and any use of non-standard or restrictive additional insured endorsement will not be acceptable. A certificate indicating the above coverages shall be submitted for review and approval by the County for the duration of this Contract.

Coverages shall be placed with an insurance company approved by the State of Wisconsin and rated “A” per Best’s Key Rating Guide. Additional information as to policy form, retroactive date, discovery provisions and applicable retentions shall be submitted to County, if requested, to obtain approval of insurance requirements. Any deviations, including use of purchasing groups, risk retention groups, etc., or requests for waiver from the above requirements shall be submitted in writing to the County for approval prior to the commencement of activities under this Contract.

The insurance requirements contained within this Agreement are subject to periodic review and adjustment by the County Risk Manager.

17. Permits, Taxes, Licenses. Contractor is responsible for procuring, maintaining and paying for all necessary federal, state, and local permits, licenses, fees and taxes required to carry out the provisions of this Contract.
18. Termination by Contractor. Contractor may, at its option, terminate this Contract upon the failure of the County to pay any amount which may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.
19. Termination by County for Violations by Contractor. If the Contractor fails to fulfill its obligations

under this Contract in a timely or proper manner, or violates any of its provisions, the County shall there upon have the right to terminate it by giving thirty (30) days written notice of termination of contract, specifying the alleged violations, and effective date of termination. It shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation prior to the end of the thirty (30) day period. In the event of termination, the County will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract.

20. Unrestricted Right of Termination by County. The County further reserves the right to terminate the Contract at any time for any reason by giving Contractor thirty (30) days written notice of such termination. In the event of said termination, the Contractor shall reduce its activities hereunder as mutually agreed to, upon receipt of said notice, and turn over all work product to the County. Upon said termination, Contractor shall be paid for all services rendered through the date of termination. This section also applies should the Milwaukee County Board of Supervisors fail to appropriate additional monies required for the completion of the Contract.
21. Independent Contractor. Nothing contained in this Contract shall constitute or be construed to create a partnership or joint venture between County or its successors or assigns and Contractor or its successors or assigns. In entering into this Contract, and in acting in compliance herewith, Contractor is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.
22. Subcontracts. Assignment of any portion of the work by subcontract must have the prior written approval of the Superintendent of the HOC. If subcontractors are used, the Contractor must clearly document and explain their participation. The Contractor shall be directly responsible for any subcontractor's performance and work quality when used by Contractor to carry out the scope of the job. Contractor must assure subcontractors abide by all terms and conditions under this Agreement.
23. Assignment Limitation. This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.
24. Prohibited Practices.
 - a) Contractor during the period of this contract shall not hire, retain or utilize for compensation any member, officer, or employee of County or any person who, to the knowledge of Contractor, has a conflict of interest.
 - b) Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part, "No person may offer to give to any County officer or employee or his immediate family, and no County officer or employee or his immediate family, may solicit or receive anything of value pursuant to an understanding that such officer's or employee's vote, official

actions or judgment would be influenced thereby.”

25. Notices. All notices with respect to this Contract shall be in writing. Except as otherwise expressly provided in this Agreement, a notice shall be deemed duly given and received upon delivery, if delivered by hand, or three days after posting via US Mail, to the party addressed as follows:

To Contractor:
Wisconsin Community Services
Attn.: Hollis Patzer
3732 W. Wisconsin Ave, Ste. 200
Milwaukee, WI 53208

To County:
Department: House of Correction - Fiscal
Attn.: June Jackson, Fiscal Operations Mgr.
8885 South 68th Street
Franklin, WI 53132

Either party may designate a new address by written notice to the other party.

26. Miscellaneous. This Contract shall be interpreted and enforced under the laws and jurisdiction of the State of Wisconsin. This Contract constitutes the entire understanding between the parties and is not subject to amendment unless agreed upon in writing by both parties hereto. Contractor acknowledges and agrees that it will perform its obligations hereunder in compliance with all applicable state, local or federal law, rules and regulations and orders.

27. Multi-Year Contract Provisions. Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause – (1) The County is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the County to this contract; and (2) The Contractor is not obligated to continue performance under this contract or otherwise incur costs in excess of the amount allotted to this contract. Subsequent year’s funding will be determined and approved through the annual budget process.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day, month and year first above written.

Approved for execution:

By: Mark A Grady Date: 11/10/2015
DocuSigned by: 6837F55EB0EA47A...

Deputy Corporation Counsel

Reviewed:

By: [Signature] Date: 11/11/2015
DocuSigned by: E454E4CA2D21452...

Risk Management

Approved:

By: Rick Morris Date: 11/12/2015
DocuSigned by: AD4C84D4023E450...

Approved:


By: Hollis Patzer Date: 11/18/2015
DocuSigned by: D617E95440914F8...

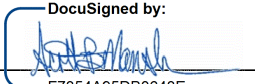
Community Business Development Partners

Hollis Patzer, WCS

Approved:

Approved:

By:  Date: 11/30/2015
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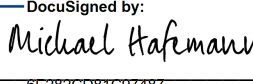
By:  Date: 11/19/2015
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County Executive

Comptroller

Approved:

Approved as to Wis. Stats. §59.41:

By:  Date: 12/2/2015
DocuSigned by:
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By: _____ Date: _____

Superintendent

Corporation Counsel

Certificate Of Completion

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Source Envelope:	
Document Pages: 14	Signatures: 8
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	June Jackson
	901 N 9th St
	Ste 301
	Milwaukee, WI 53233
	jjackson@milwcnty.com
	IP Address: 204.194.251.5

Record Tracking

Status: Original	Holder: June Jackson	Location: DocuSign
11/10/2015 12:11:22 PM PT	jjackson@milwcnty.com	

Signer Events

Mark A Grady
 mark.grady@milwaukeecountywi.gov
 Security Level: Email, Account Authentication (None)

Signature

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Timestamp

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Electronic Record and Signature Disclosure:
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Amy Pechacek
 amy.pechacek@milwaukeecountywi.gov
 Director of Risk Management
 Milwaukee County

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Electronic Record and Signature Disclosure:
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Rick Norris
 rick.norris@milwaukeecountywi.gov
 CBDP Director
 Milwaukee County

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 Not Offered
 ID:

Hollis Patzer
 hpatzer@wiscs.org
 Executive Director

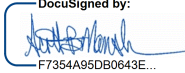
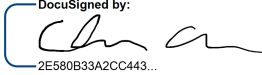
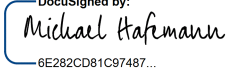
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Using IP Address: 216.136.117.244

Electronic Record and Signature Disclosure:
 Accepted: 11/18/2015 8:30:34 AM PT
 ID: e66471e6-e957-4244-9bb8-e6d28a1aa297

Signer Events	Signature	Timestamp
<p>Hollis Patzer hpatzer@wiscs.org Executive Director Wisconsin Community Services, Inc Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 11/18/2015 10:56:52 AM PT ID: 8eb64b47-9779-4ca2-aed1-e8e731e353d0</p>	<p>Completed</p> <p>Using IP Address: 216.136.117.244</p>	<p>Sent: 11/18/2015 10:36:39 AM PT Viewed: 11/18/2015 10:42:25 AM PT Signed: 11/18/2015 10:58:22 AM PT</p>
<p>Scott B. Manske comptrollersignature@milwcnty.com Comptroller Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by:  F7354A95DB0643E...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 11/18/2015 8:31:02 AM PT Resent: 11/18/2015 10:26:34 AM PT Resent: 11/18/2015 10:58:24 AM PT Viewed: 11/18/2015 11:09:57 AM PT Signed: 11/19/2015 11:33:27 AM PT</p>
<p>Chris Abele cabele@milwcnty.com County Executive Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by:  2E580B33A2CC443...</p> <p>Using IP Address: 12.127.92.98 Signed using mobile</p>	<p>Sent: 11/19/2015 11:33:30 AM PT Viewed: 11/30/2015 8:04:00 AM PT Signed: 11/30/2015 8:04:27 AM PT</p>
<p>Michael Hafemann mhafemann@milwcnty.com House of Corrections Superintendent Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>	<p>DocuSigned by:  6E282CD81C97487...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 11/30/2015 8:04:29 AM PT Viewed: 12/2/2015 12:23:15 PM PT Signed: 12/2/2015 12:23:32 PM PT</p>
<p>Mark A Grady CorpCounselSignature@milwcnty.com Deputy Corporation Counsel Milwaukee County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:</p>		<p>Sent: 12/2/2015 12:23:35 PM PT</p>
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Notary Events**Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

12/2/2015 12:23:35 PM PT

Electronic Record and Signature Disclosure

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- ii. send us an e-mail to plee@milwcnty.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">• Allow per session cookies• Users accessing the internet behind a Proxy Server must enable HTTP

1.1 settings via proxy connection

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