

COUNTY OF MILWAUKEE
Inter-Office Communication

DATE: April 21, 2017

TO: Supervisor Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors

FROM: Héctor Colón, Director, Department of Health and Human Services
Prepared by: Clare O'Brien, Senior Budget Analyst

SUBJECT: **An action report from the Director, Department of Health and Human Services, to amend Chapter 15.17 of the Milwaukee County Code of Ordinances related to departmental imprest funds**

Background

Chapter 15.17 of the Milwaukee County Code of Ordinances provides for direct cash disbursements by county departments in certain cases as authorized by the County Board of Supervisors. Authority for imprest (petty cash) funds is provided to various County departments with a maximum level available for disbursement.

Discussion

Currently, the Department of Health and Human Services (DHHS) utilizes two petty cash accounts authorized by the County Board – Emergency Grants for \$3,500 and General Operations for \$1,000. DHHS is requesting that a third petty cash account for \$2,000 be created to manage disbursements related to the GO Pass Program.

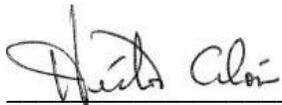
The 2017 Adopted Budget included two new changes for this program. Eligibility for this program is now being conducted by the Disability Resource Center within the Disabilities Services Division (DSD) as well as the Department on Aging's Resource Center. In addition, eligible GO Pass riders are charged an application fee of \$5.00 and a fee for lost cards. As a result, DHHS needs a petty cash account dedicated to the GO Pass Program to make change for customers to process these transactions.

Recommendation

It is recommended that the County Board of Supervisors authorize the Director, Department of Health and Human Services, or his designee, to modify Ch. 15.17 of the Milwaukee County Code of Ordinances to allow the creation of a third imprest fund for \$2,000 and administrative fund transfer related to the GO Pass Program.

Fiscal Impact

A fiscal note form is attached.



Héctor Colón, Director
Department of Health and Human Services

cc: County Executive Chris Abele
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