



Minutes
Human Services and Health Board Meeting
Wednesday May 5, 2021-6:00 pm
Dodge County Administrative Building
Auditorium Rooms H & I
127 East Oak St, Juneau, WI 53039

1. Call to Order by Chairperson Mary Bobholz at 6:00 p.m.
2. Moment of silence in memory of Naomi Kriewald
3. Roll Call and Non-Committee Member County Board Attendance

Board Present: Mary Bobholz, Jennifer Keyes, Tim Kemmel, Jenifer Hedrick, Kira Sheahan-Malloy, David Godshall, Lois Augustson

Absent/Excused: Donald Hilgendorf

Staff Present: Director Becky Bell, Division Manager Angela Petruske, Account Clerk Felicia Faust, County Administrator Jim Mielke, Division Manager Sheila Drays, Division Manager Alyssa Schultz, Public Health Officer Abby Sauer

Others Present:

4. Public Comment: NA
5. Approval of the minutes of the April 7, 2021 Board meeting
Motion by Tim Kemmel to approve the April 7, 2021 Board minutes. Seconded by Kira Sheahan-Malloy. Motion carried.

6. BOARD ACTION

A. Appointment to Nutrition Advisory Council – Kimberly Lafler

Motion by David Godshall to approve the appointment of Kimberly Lafler to the Nutrition Advisory Council. Motion seconded by Jennifer Keyes. Motion carried.

B. Enhance COVID-19 Detection and Surveillance Activities Resolution

Ms. Bell informed the board that the department received a contract for funding of \$663,800. She stated that this is a reimbursement based grant where Dodge County will incur costs then seek reimbursement. This funding goes through October 31, 2022. Motion by Lois Augustson to approve the resolution to enhance COVID-19 detection and surveillance activities. Motion seconded by Jennifer Hedrick. Motion carried.

C. Dodge County Drug Treatment Court Enhancement Grant resolution

Ms. Bell informed the board that this was originally brought in front of the board in 2019. There was no cost in 2020 due to COVID-19. Ms. Bell let the board know that this was an oversight in the budget process for 2021 and this was missed. The hope is to increase drug court participants to utilize the grant funding. Motion by Kira Sheahan-Malloy to approve the resolution to enhance the use of Dodge County Drug Treatment grant. Motion seconded by Lois Augustson. Motion carried.

D. Greater Watertown Community Health Foundation Grants resolution

Ms. Bell informed the board that we will keep track of expenses and revenues for a balance forward each month. Motion by Kira Sheahan-Malloy to approve the Greater Watertown Community Health Foundation Grant resolution. Motion seconded by Tim Kemmel. Motion carried.

E. Create Two Positions of Clinicians IV at the Human Services and Health Department

Resolution

Ms. Bell informed the board that a position will provide counseling services to children within the school setting in Hustisford, Dodge, and Watertown school districts along with another school district that has yet to be determined. Services will be in house in each district for mental health treatment for children. These services will alleviate the barrier of transportation to and from a clinic for parents/guardians. The second position will be responsible for working directly with the Child Protective Services/Youth Justice social workers to provide substance use disorder treatment services to parents of children who come to the attention of the Department. Motion by Jenifer Hedrick to approve the creation of two positions for Clinician IV at the Human Services and Health Department. Motion seconded by Mary Bobholz. Motion carried.

7. COVID 19 Update – Abby Sauer, Public Health Officer

Public Health Officer, Abby Sauer, reported the COVID19 numbers as of today to the Board which were as follows; total confirmed cases is 11,816 people including 2,326 cases for Department of Corrections. The total community positives are 9,493 cases. Active community cases include 123 people, while there are a total of 9,214 recovered cases. Total death are 156 confirmed cases, not including Department of Corrections and Probable Deaths. Ms. Sauer also reported that the case count has generally been trending downward. Ms. Sauer also reported the testing has declined, with less than 100 people per week being tested over the last 4 weeks at the National Guard testing site. Ms. Sauer informed the Board that the Department is receiving an increase in doses and the current vaccine statistics for the department are as follows; 826 people were vaccinated in January, 1,903 people were vaccinated in February, 4,057 people were vaccinated in March and 4,026 people were vaccinated in April. As of May 5th, 2021, 28.3 percent of Dodge County has completed the 2nd vaccine. At this time, Dodge County is currently behind the state average of 43.7 percent of people vaccinated with their first dose and 35.3 percent of people vaccinated with their second dose. Ms. Sauer informed the Board that the stationary vaccination clinics are on site on Wednesdays and Fridays. On Thursdays and Tuesdays, the mobile clinic is active at schools, businesses, in county jail, assisted living, and homebound individuals. Ms. Sauer informed the board that if somebody requests a vaccine, they are scheduled within 24 hours.

8. DIRECTORS REPORT– Ms. Bell

A. Discussion Regarding Establishing A Public Hearing Date – Agency Funding Requests

The board established that the public budget hearing will be held on June 2, 2021 at 6:00 pm with the Human Services and Health Department board meeting to follow.

9. COMMUNITY SUPPORT SERVICES REPORT- Ms. Drays

A. Statistics for March

B. Dining center comments

C. Adult Protective Service Caseload Comparison

10. **CLINICAL & FAMILY SERVICES REPORT-Ms. Schultz**

- A. Statistics for March
- B. Out of home costs
- C. March report/expenses from Northwest Connections-After Hours Crisis
- D. Quarterly report from Northwest Connections – After Hours Crisis

11. **FISCAL & SUPPORT SERVICES REPORT – Ms. Petruske**

- A. Review 2021 expenditures & revenues
- B. Budget adjustment form

12. Next Meeting will be June 2, 2021 at 6:00pm

13. Adjourned at 6:55 p.m.

Lois Augustson, **Secretary**

Mary Bobholz, **Chairperson**

Felicia Faust, **Recording Secretary**

2
3 **Advisory Resolution Supporting the Transfer of the Fiscal**
4 **Responsibility of Subsidized Guardianships to the State of Wisconsin**

5
6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, subsidized guardianship offers a permanency option for a child in foster care
9 allowing a relative, a person who is like-kin, or a foster parent to become the legal guardian for
10 the child when termination of parental rights or reunification with the child's parents are not the
11 best options; and,
12

13 **WHEREAS**, when the state legislature included subsidized guardianship as a permanency
14 option, in addition to termination of parental rights, as part of the 2011-2013 state biennial budget,
15 it was to be cost-neutral to counties; and,
16

17 **WHEREAS**, under subsidized guardianship, the guardian receives a monthly payment
18 based on the Foster Care Rate Setting Policy with the payments continuing until the child reaches
19 the age of 18, unless a full-time student, and the child continues to receive medical coverage
20 through Medicaid; and,
21

22 **WHEREAS**, after the subsidized guardianship is adjudicated, county case management
23 and oversight ceases; and,
24

25 **WHEREAS**, prior to the use of subsidized guardianships as a permanency option,
26 payments from the Children and Family Aids allocation ceased when the parents' rights were
27 terminated and the child was adopted, but under subsidized guardianship, counties must continue
28 to use the allocation to fund the monthly payments to guardians which means that dollars that were
29 previously redirected to support the work of child welfare agencies following adoption must now
30 continue as subsidized guardianship payments making this permanency option anything but cost-
31 neutral; and,
32

33 **WHEREAS**, each year, counties must designate a larger percentage of their Children and
34 Families Aids allocation to fund the monthly payments to guardians through the subsidized
35 guardianship program; and,
36

37 **WHEREAS**, subsidized guardianship should not be funded by the Children and Family
38 Aids allocation to counties, but by the State in a way that is consistent with other permanency
39 options such as the adoption assistance program, so that it is a cost-neutral program;
40

41 **NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors
42 that this Board hereby supports the transfer of the fiscal responsibility of subsidized guardianships
43 to the State of Wisconsin.
44

All of which is respectfully submitted this 22nd day of June, 2021.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Donald Hilgendorf

Jenifer Hedrick

Lois Augustson

Kira Sheahan-Malloy

Jennifer Keyes

Timothy J. Kemmel

David Godshall

Fiscal Note: Advisory resolution only. No fiscal effect.

Vote Required: Majority of Members present.

Resolution Summary: Advisory Resolution Supporting the Transfer of the Fiscal Responsibility of Subsidized Guardianships to the State of Wisconsin.

COMMUNITY SUPPORT SERVICES DIVISION
FROM MARCH TO APRIL 2021 STATISTICS NARRATIVE
FOR THE JUNE 2021
HUMAN SERVICES & HEALTH BOARD MEETING

AGING AND DISABILITY RESOURCE CENTER

KRIS SCHEFFT – SUPERVISOR

CALL STATISTICS

- Recorded Contacts decreased from 675 in March to 541 in April ↓
- Providing Information and Assistance decreased from 356 in March to 292 in April ↓
- Administering Long Term Care Functional Screens increased from 53 in March to 58 in April ↑
- Providing all other services increased from 105 in March to 115 in April ↑
- Referring for all other services remained at 0 in February, March, and April →

AGING, TRANSPORTATION, AND NUTRITION

JACKIE DELAROSA – SUPERVISOR

DINING MEAL DONATIONS

- Congregate donations remained at 0 for July (due to COVID 19 and closures) →
- Home delivered donations decreased from \$25.71 in March to \$18.91 in April ↓

DINING MEAL PARTICIPANTS

- Congregate participants remained at 0 for July (due to COVID 19 and closures) →
- Home delivered participants increased from 146 in March to 154 in April ↑

VOLUNTEER DRIVER STATISTICS

- Total trip miles increased from 8,530 in March to 9,851 in April ↑
- Total hours of service increased from 364 in March to 427 in April ↑
- Total cash donations received decreased from \$3,282.47 in March to \$2,779.80 in April ↓

CASELOAD/WORKLOAD STATISTICS

- Total caseload decreased from 314 in March to 312 in April ↓
- Referrals decreased from 38 in March to 32 in April ↓
- Court hearings decreased from 17 in March to 5 in April ↓
- Annual Protective Placement reviews increased from 20 in March to 32 in April ↑
- Supportive Home Care reviews increased from 18 in March to 25 in April ↑
- Total Supportive Home Care cases decreased from 156 in March to 153 in April ↓
- Total Home and Financial Manager caseload increased from 31 in March to 32 in April ↑

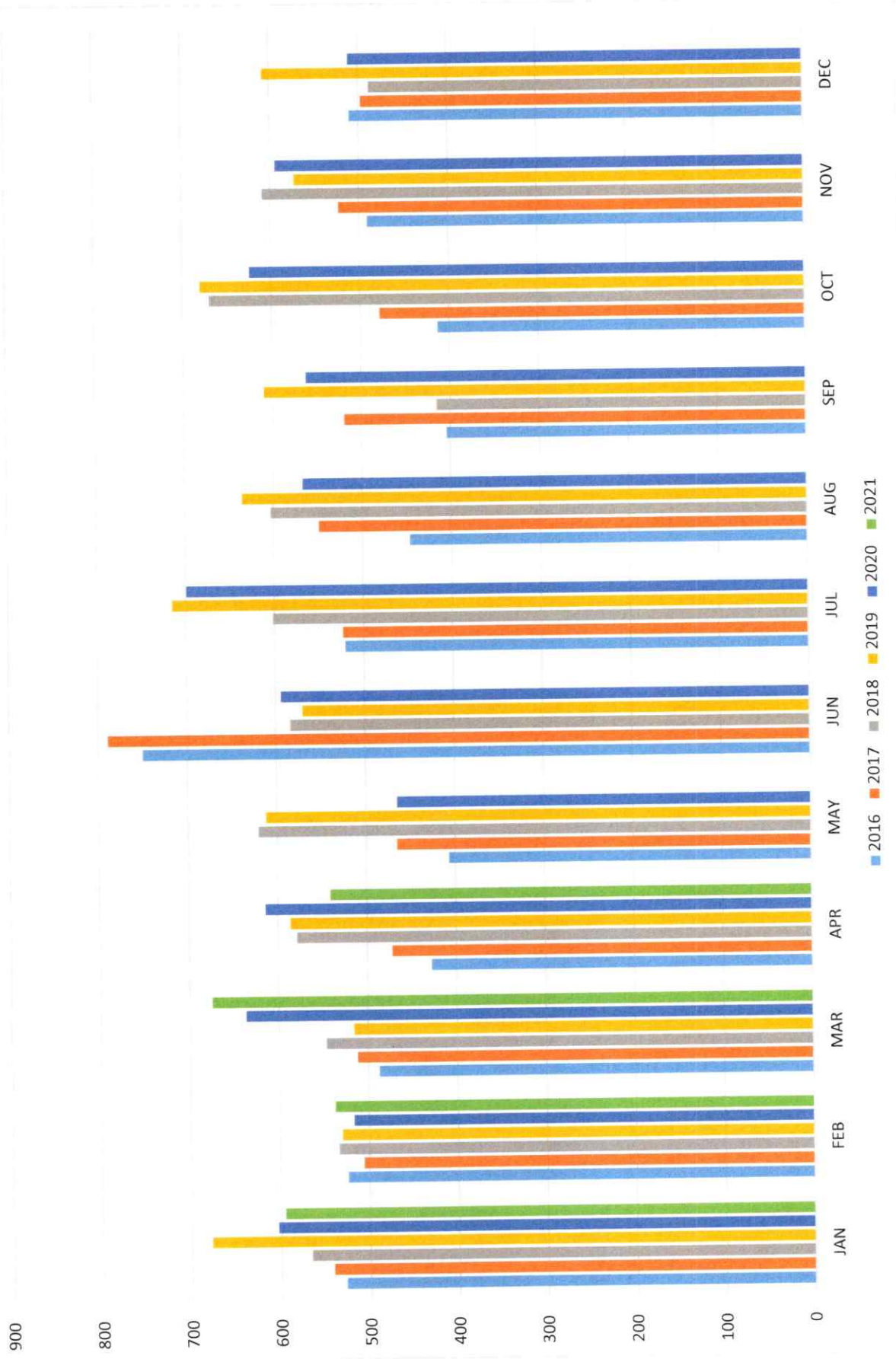
CASELOAD/WORKLOAD STATISTICS

- FoodShare caseload increased from 4,534 in March to 4,591 in April ↑
- Medicaid Total caseload increased from 2,607 in March to 2,627 in April ↑
- BadgerCare Total caseload increased from 6,034 in March to 6,121 in April ↑
- Total gross recipients increased from 15,919 in March (this number was updated from last month's report) to 16,125 in April ↑
(This is the number of county residents receiving assistance, which includes those handled by other counties in the consortia)
- Total cases increased from 9,057 in March to 9,154 in April ↑
- FoodShare expenditures increased from \$1,112,060 in March to \$1,112,933 in April ↑
- Child Care expenditures decreased \$142,711 in March to \$137,735 in April ↓

CASELOAD/WORKLOAD STATISTICS

- Programs for Children remained steady at 5 in March and April →
- Programs for Children and Families decreased from 869 in March to 854 in April ↓
- Programs for Women decreased from 46 in March to 39 in April ↓
- Programs for ALL Residents decreased from 9,718 in March to 5,746 in April ↓

ADRC TOTAL NUMBER OF CALLS JANUARY 2016 - APRIL 2021



STATE of WISCONSIN



OFFICE of the GOVERNOR

Proclamation

WHEREAS; Wisconsin's economic support specialists and case managers work tirelessly to administer our state's public assistance programs, ensuring the well-being of our people and the preservation of our economic livelihood; and

WHEREAS; these specialists and case managers work diligently to deliver timely and accurate benefits and payments in a sensitive manner, even as caseloads are steadily increasing throughout our state; and

WHEREAS; economic support specialists and case managers are experts in their field, and often volunteer on committees and work groups to refine their systems, facilitate communication between state and local agencies, and implement policy changes; and

WHEREAS; our economic support specialists and case managers provide continual relief for our state's most vulnerable populations and a social safety net for folks when they need one; and

WHEREAS; economic support specialists and case managers play a major role in promoting self-sufficiency and reducing the effects of poverty in their own communities; and

WHEREAS; this week, the state of Wisconsin joins economic support specialists and case managers across our state, and all Wisconsinites who benefit from their services, in celebrating the essential functions they perform for our society;

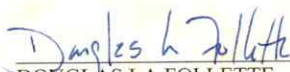
NOW, THEREFORE, I, Tony Evers, Governor of the State of Wisconsin, do hereby proclaim June 14 – 18, 2021, as

ECONOMIC SUPPORT SPECIALIST AND CASE MANAGER'S WEEK

throughout the State of Wisconsin and I commend this observance to all our state's residents.



By the Governor:


DOUGLAS LA FOLLETTE
Secretary of State

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this 12th day of May 2021.


TONY EVERS
GOVERNOR

CLINICAL AND FAMILY SERVICES DIVISION

APRIL STATISTICS NARRATIVE

FOR THE JUNE 2021

HUMAN SERVICES & HEALTH BOARD MEETING

CHILD PROTECTIVE SERVICES UNITS

MARK BEBEL – INTAKE SUPERVISOR
LISA GRYCOWSKI – ONGOING SUPERVISOR

ACCESS REPORTS

- Total number of CPS Access and Services reports decreased by 15 (from 115 to 100) ↓

ONGOING CASELOAD DATA

- Number of families being served increased by 2 (from 79 to 81) ↑
- Number of children being served increased by 4 (from 205 to 209) ↑
- Number of children in out-of-home care increased by 2 (from 86 to 88) ↑
- Termination of Parental Rights (TPR) and guardianship cases in progress increased by 3 (from 11 to 14) ↑

CHILD AND ADOLESCENT SERVICES UNIT

AMY BOOHER – SUPERVISOR

JUVENILE JUSTICE CASELOAD STATISTICS

- Total caseload decreased by 2 (from 219 to 217) ↓

BIRTH TO THREE PROGRAM DATA

- Number of referrals decreased by 4 (from 16 to 12) ↓
- Number of admissions stayed the same at 9 →
- Number of discharges increased by 1 (from 6 to 7) ↑
- Total number of children served increased by 2 (from 108 to 110) ↑

CHILDRENS LONG TERM SUPPORT WAIVER (CLTS) and COMMUNITY OPTIONS PROGRAM (CCOP) DATA

- Total number of children served increased by 6 (from 201 to 207) ↑
- Average caseload size for CLTS staff is 49
- Total number of new referrals this month is 4; total for the calendar year is 29
- Number of families dually enrolled in both CLTS and CCS stayed the same at 43 →
- Wait list for CLTS and CCOP programs decreased by 3 (from 6 to 3) ↓

CLINICAL SERVICES UNIT

SARA GASKA – CLINICAL SUPERVISOR
KIM KUNZ – COMMUNITY PROGRAMS SUPERVISOR

OUTPATIENT MENTAL HEALTH SERVICES DATA

- Admissions decreased by 2 (from 44 to 42) ↓
- Discharges decreased by 5 (from 37 to 32) ↓
- End of month total client census increased by 4 (from 902 to 906) ↑
- End of month psychiatry census (for all programs) increased by 6 (from 781 to 787) ↑
- End of month therapy census increased by 5 (from 426 to 431) ↑

- Average caseload size for MH therapists increased by 1 (from 53 to 54) ↑
- # of clients on waitlist for adult psychiatric evaluation is 0, next available appt. is 8/17/21 (as of 5/7/21)
- # of clients on waitlist for child/adolescent psychiatric evaluation is 0, next available appt. is 7/13/21 (as of 5/7/21)
- Next available intake date for MH (non-emergency) is 5/26/21 (as of 5/7/21)

OUTPATIENT SUBSTANCE ABUSE SERVICES DATA

- Admissions decreased by 9 (from 32 to 23) ↓
- Discharges increased by 4 (from 20 to 24) ↑
- End of month total client census increased by 1 (from 160 to 161) ↑
- Average caseload size for SA counselors stayed the same at 27 →
- Number of Intoxicated Driver Assessments decreased by 17 (from 58 to 41) ↓
- Next available intake date for AODA (non-emergency) is 6/8/21 (as of 5/7/21)

CRISIS RESPONSE SERVICES DATA

- Total hospitalization days increased by 47 (from 214 to 167) ↑
- Of this total, number of county-funded days decreased by 42 (from 118 to 76) ↓
- Number of Emergency Detentions (EDs) decreased by 13 (from 22 to 9) ↓
- Number of crisis diversions decreased by 7 (from 136 to 129) ↓
- Number of protective custody cases decreased by 1 (from 1 to 0) ↓
- Number of voluntary admissions decreased by 1 (from 5 to 4) ↓

COMMUNITY PROGRAMS DATA

- Community Support Program (CSP) end of month census increased by 1 (from 2 to 3) ↑
- Comprehensive Community Services (CCS) end of month census increased by 6 (from 208 to 214) ↑
- Targeted Case Management (TCM) enrollment stayed the same at 33 →



2021 Children's Monthly Out-of-Home Placement Costs (# of children / \$\$\$)

	Group Homes		Institutions		Foster Care		Kinship Care		Monthly Total	
January	3	18,349.54	10	133,684.79	71	136,506.28	40	9,774.91	124	298,315.52
February	3	7,357.49	10	138,032.34	70	130,808.98	39	9,779.00	122	285,977.81
March	2	10,355.87	13	168,104.31	72	133,291.74	40	9,750.34	127	321,502.26
April	1	6,600.00	12	162,917.97	72	130,737.77	40	10,352.28	125	310,608.02
May										
June										
July										
August										
September										
October										
November										
December										
Total 2021	9	42,662.90	45	602,739.41	285	531,344.77	159	39,656.53	498	1,216,403.61
Average 2021	2.2	10,665.72	11.2	150,684.85	71.2	132,836.19	39.7	9,914.13	124.5	304,100.90
Total 2020	41	251,914.21	117	1,429,912.56	856	1,374,708.36	442	112,361.50	1459	3,168,896.63
Average 2020	3.7	20,992.85	9.7	119,159.38	71.3	114,559.03	36.8	9,363.46	121.6	264,074.72

Number of placements are duplicated month-to-month.

NORTHWEST COUNSELING AND GUIDANCE CLINIC

PO Box 309
Siren, WI 54872

Dodge County Human Service & Health Department
Henry Dodge Office Building
199 County Rd DF 3rd Floor
Juneau, WI 53039

5/5/2021

Enclosed please find the **APRIL** monthly billings for the following services from NWCGC:

Training/Supervision-1140	\$24.79
Mobile Service Usage-1171	\$506.57
Mobile Service Mileage-1172	\$41.16
Mobile Service Expense-1173	\$0.00
Phone Flat Rate- 1160	\$7,656.00
Mobile Flat Rate- 1170	\$3,967.77

TOTAL DUE \$12,196.29

If you have any questions, please call 715-349-7069.

Thank you,

Cindy B.
Out-Patient/County Billing Coordinator
Northwest Counseling & Guidance Clinic

NORTHWEST COUNSELING AND GUIDANCE CLINIC
 PO BOX 309

SIREN, WI 54872-0309
 715 349 7069

Billing: 5/04/2021
 Page: 4

Bill to: DODGE COUNTY HS
 199 CTY RD DF

Chart: 27444
 Bill for: DODGE COUNTY 2021
 199 CTY RD DF 3RD FLR

JUNEAU WI 53039-9512

JUNEAU, WI 53039

Date	Proc	Description	Provider	Units	Debits	Line Balance
3/15/21	1140	EMERGENCY SERVICE TRAINING/SUP KAYLA NONHOF	SERVICES	.70	24.78	24.79
3/16/21	1172	Filed DODGE COUNTY HS c# 4582081 EMERGENCY SERVICES MOBILE MILE	SERVICES	34.00	16.66	16.66
3/19/21	1171	KAYLA NONHOF EMERGENCY SERVICE MOBILE USAGE	SERVICES	7.30	377.33	377.34
		LEAH STAUDUHAR 3/19 1 3/20 6.3				
4/01/21	1160	Filed DODGE COUNTY HS c# 4582091 EMERGENCY SERVICES PHONE FLAT	SERVICES	1.00	7656.00	7656.00
4/01/21	1170	Filed DODGE COUNTY HS c# 4580851 EMERGENCY SERVICE MOBILE FLAT	SERVICES	1.00	1444.71	1444.71
		13 OF 30 SHIFTS				
4/01/21	1170	Filed DODGE COUNTY HS c# 4580861 EMERGENCY SERVICE MOBILE FLAT	SERVICES	1.00	2523.06	2523.06
4/09/21	1172	Filed DODGE COUNTY HS c# 4582191 EMERGENCY SERVICES MOBILE MILE	SERVICES	50.00	24.50	24.50
		HALEY KEVEVAN				
4/16/21	1171	Filed DODGE COUNTY HS c# 4582171 EMERGENCY SERVICE MOBILE USAGE	SERVICES	2.50	129.22	129.23
		KAYLA NONHOF 4/16 .4 4/17 1.3 4/17 .8				

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TOTALS: 12196.29

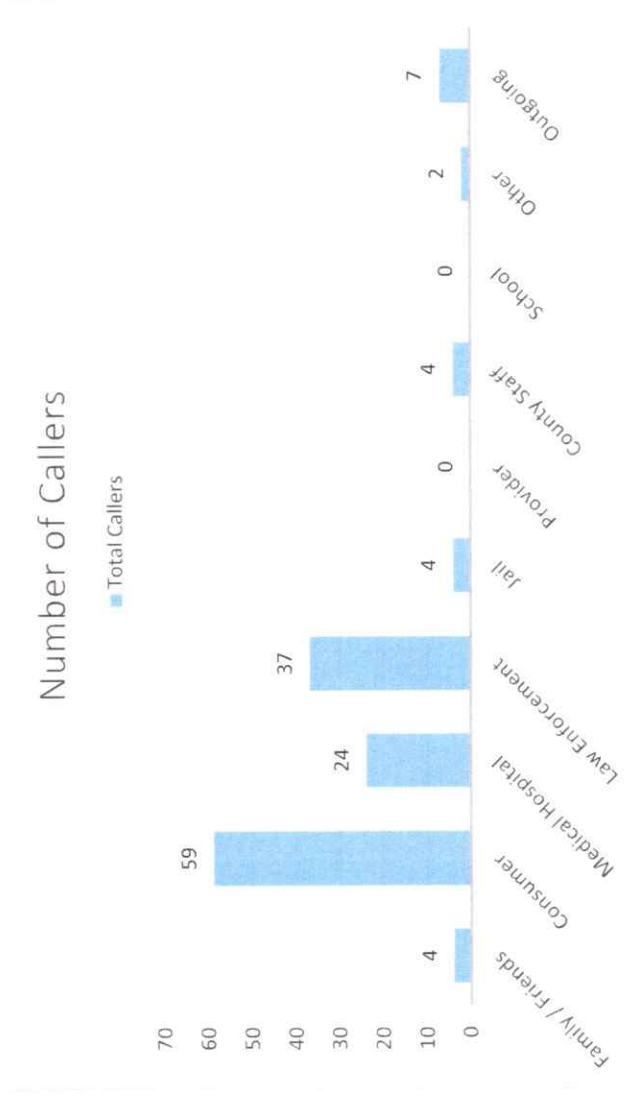
TOTAL BALANCE: 12196.29



Dodge County
 Data Report for April 1, 2021 to April 30, 2021

Total Calls— 141
 Total Minors: **19**
 Total Adults: **121**
 Total Age Unknown: **1**
 Stabilization Calls: **8**
 Admission Confirmations: **1**
 Mobile Sent— **1**
 AODA related contacts— **20**
 Dementia Related contacts - **0**

Caller	Total	Percent
Family / Friends	4	2.84%
Consumer	59	41.84%
Medical Hospital	24	17.02%
Law Enforcement	37	26.24%
Jail	4	2.84%
Provider	0	0.00%
County Staff	4	2.84%
School	0	0.00%
Other	2	1.42%
Outgoing	7	4.96%
Totals	141	100%



Facility	Voluntary	ED	Total
Community Memorial	0	1	1
Rogers Memorial	0	1	1
St. Agnes	0	1	1
Theda Care	0	1	1
UW Madison	0	1	1
Winnebago	0	1	1
Pending – Follow-Up by next shift / hospital does bed location	3	1	4
Totals	3	7	10



**Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form**

Effective Date: January 01, 2016

Date: 5/19/2021

Department: Human Service & Health Dept

Budget Year: 2021

Description of Adjustment:

The July 1st wage increase for ADRC needs to be absorbed in expenses. We won't receive additional funding and they can not use tax levy.

Increase to Budget

Account Number	Account Title	Amount

Decrease to Budget

Account Number	Account Title	Amount
97ADRC-GRANT-STATE-ADRDCSGP21	Grant Revenue	23,991
97ADRC-WAGES-PRODUCTIVE	Salary/Personnel Costs	-19,961
97ADRC-FRINGE - SS MDCR	FICA	-1,527
97ADRC-FRINGE-RETIR EMR	Retirement	-1,347
97ADRC-FRINGE-WORK COMP	Worker Comp	-150
97ADRC-FRINGE-HLTH INS	Health Insurance	-841
97ADRC-FRINGE-DNTL INS	Dental Insurance	-29
97ADRC-FRINGE-H S A	Health Savings Account	-125
97ADRC-FRINGE-LIFE	Life Insurance	-11

Note the increases must balance with the decreases

Department Head Signature Beverly Bell Date: 5/24/21

County Administrator Signature James Mielke Date: 5/24/2021

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form
Effective Date: January 01, 2016

Date: 5/19/2021

Department: Human Service & Health Dept

Budget Year: 2021

Description of Adjustment:

2021 ADRC Revenue Budget was allocated to one revenue account. We need to split the 2021 budget to the appropriate revenue accounts.

Increase to Budget

Account Number	Account Title	Amount
97ADRC-GRANT-STATE-ADRDCSGP21		77,906
97ADRC-GRANT-STATE-ADRRCIAF21		193,740
97ADRC-GRANT-STATE-ADRRCIAG21		643,750
97ADRC-GRANT-STATE-NHRELOCG21		7,176

Decrease to Budget

Account Number	Account Title	Amount
97ADRC-GRANT-FEDERAL-2021		922,572

Note the increases must balance with the decreases

Department Head Signature Beehy Belle Date: 5/24/21

County Administrator Signature J. Mielke Date: 5/24/21

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____