

SUB 1 to 2025 OA-003

**AMENDING CHAPTER 25 OF THE DANE COUNTY CODE OF  
ORDINANCES, REGARDING APPROVAL OF HUMAN SERVICES  
CONTRACTS**

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Section 25.11(2)(b) is amended to read as follows:

**25.11 REVIEW PROCESS FOR MAJOR CONTRACTS.**

**(b)** The contract documents shall be uploaded to the legislative information system three days prior to the time the contract is to be considered by the standing committee that has oversight of the department responsible for administering the contract.

ARTICLE 3. Section 25.50 is amended to read as follows:

**25.50 HUMAN SERVICES CONTRACTS.**

**(1)(a)** Unless otherwise specified, this section shall apply to purchase of care and service contracts subject to regulation under Wis. Stat. ss. 46.036 and 49.34, and referred to herein as “contract” or “contracts.” All other contracts for the department of human services are subject to the provisions of this chapter.

**(b)** Contracts that are not major contracts may be executed by the director of the department of human services without approval by the county board or county executive.

**(c)** Contracts that are major contracts and agreements where the total cost is determined by utilization such that a maximum cost cannot be initially determined may be executed by the director of the department of human services if the contract or agreement has been approved as part of the county budget process. A contract or agreement may be approved under this subsection if the following information is included in the annual county budget:

1. Provider’s name
2. Total amount of the contract, if applicable
3. Division name
4. Budgeted program name

**(2)** When necessary to prevent a disruption of service that will result in an immediate threat to the health, safety or welfare of benefit recipients, the director of human services may choose to divide a proposed contract into two where the term of one contract shall not exceed ninety (90) days and may be executed by the director of human services. Notice must be provided to the county board within seven (7) days of execution. Any initial contract executed under this subsection may be extended beyond the ninety (90) day term provided that its approval is in

48 accordance with section 25.11. The remaining contract shall also be subject to the  
49 approval process under section 25.11.

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51 **(3)(a)** Notwithstanding anything to the contrary in this chapter, amendments and  
52 addenda to contracts may be executed by the director of human services if any of  
53 the following apply:

- 54 1. the contract is not a major contract and does not result in an aggregate cost  
55 exceeding \$100,000.  
56 2. the contract is a major contract and the cost of the amendment or addendum  
57 is not greater than 10% of the contract.

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59 **(3)(b)** Contract amendments or addenda may be approved by the health and  
60 human needs committee and the personnel and finance committee and executed  
61 by the director of human services if the contract is a major contract and the cost of  
62 the amendment or addendum is greater than 10% of the contract.

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64 **(3)(c)** Amendments and addenda to contracts that were not major contracts but  
65 result in an aggregate cost exceeding \$100,000 may be approved by the health  
66 and human needs committee and the personnel and finance committee and  
67 executed by the director of human services. The county board shall be notified  
68 within fourteen (14) days of amendment or addendum execution. Notice must  
69 include the provider's name, the original and revised contract amounts, and a brief  
70 description of the amendment or addendum.

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72 **(4)** The human services department is authorized to develop purchasing  
73 procedures, not inconsistent with this chapter, to procure goods and services  
74 related to client services.

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76 *[EXPLANATION: This amendment modifies approval authority for Human Services*  
77 *contracts.]*

78 **NON-CODE PROVISION: The amendment made herein shall first take effect on**  
79 **September 1, 2025 or the day after publication, whichever is later.**