City of WHITEWATER	# Council Agenda Item
Meeting Date:	11/05/2026
Agenda Item:	Immigration Liaison
Staff Contact (name, email, phone):	Dan Meyer dmeyer@whitewater-wi.gov 262-473-1371

BACKGROUND
(Enter the who, what when, where, why)

The posting for an Immigration Liaison position yielded no qualified applicants even after extending the timeline of the posting. Human Resources staff received one applicant, but based on the submitted application materials, the applicant did not meet the minimum qualifications of the position and did not respond when we reached out. With no qualified applicants, we are unable to move forward with filling to position currently.

The grant manager confirmed that we do have the ability to request a revision to the funding request. One option discussed was potentially requesting that the funding be reallocated for contracting services of an immigration attorney. It is recognized that some of the expected benefits of an Immigration Liaison such as community safety, trust building, and outreach may be challenging to emphasize. However, an immigration attorney could be utilized to hold educational seminars focusing on business formation and creation of forms and documents that could be utilized beyond their contracted term which would still address the underlying goal of the grant funding to reduce poverty. We are requesting direction from the Council on how to move forward at this point.

On September 1, 2026, the City of Whitewater received the Notice of Award for FY26 Congressionally Directed Community Projects funds from the Department of Health and Human Services - Administration for Children and Families (ACF). The $85,000 federal grant will be used to fund an LTE Immigration Liaison position. The position will be supervised by the City Attorney, and anticipated duties are listed in the attached job description.

The following timeline is expected for the hiring process:

- Applications due: October 7, 2026
- Interviews: October 13-16, 2026
- Anticipated hire date: November 2, 2026

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

06/02/2026: Council was provided with the grant application guidance document and preliminary plan.
10/14/2026: Immigration Liaison posting yielded no qualified applicants.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Notice of Award
2. Job Description