City of WHITEWATER	Council Agenda Item
Meeting Date:	11/17/2026
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)

UPDATE:

After further consideration and discussion with staff and stakeholders, I believe the best next course of action is to repost this position but at a higher wage rate. Since this grant funding needs to be utilized by the end of August 2027, the timeline for the program has been shortened to approximately eight months, down from what was originally anticipated to be 12 months. That allows us to post the job at an hourly rate of approximately $30.00/hour rather than the approximately $20.00/hour it was posted for originally while maintaining benefits, which may attract a pool of qualified applicants. With the updated timeline, we would anticipate a start date of early January. This plan of action provides us with the fastest path to getting the funding allocated as it does not require a grant revision submission. It is also our best way to make a positive impact with the funding, as there is no guarantee that a grant revision would be approved, or that it would be approved expediently.

In discussion with representatives of the Immigrant Support Coalition, they do not believe that even with the increased wage rate anyone within their group would be interested in applying for the Immigration Liaison position. They shared several ideas as alternatives to the original plan. However, all of those alternatives would require a grant revision, which are not guaranteed to be approved, and may hamper efforts to utilize the funding due to a timeline that is shortened to an unknown degree. The ideas shared are:

1) Purchasing computers and software for digital literacy and partnering with the Community Space to provide technology classes at their facility.
2) Enhance existing English as a Second Language (ESL) programs by offering summer classes.
3) Request ability to issue microgrants and form a committee to receive and approve applications.
4) Request ability to issue scholarships.
5) Contracting services of an immigration attorney.

The ideas brought forward by the Immigrant Support Coalition have merit and would be of value. However, the Police Department does not have the staff capacity to absorb the administrative work that ideas 1-4 would create. This is a primary reason the grant was originally requested to fund a position that would carry that workload. Idea 5 would not create the same administrative burden, but like the others it requires a grant revision that is not guaranteed to be approved and would further shorten the time available to use the funds. For those reasons, I recommend reposting the position for the eight-month

term at the higher wage rate of approximately $30.00/hour. If the reposting does not produce a viable applicant within a two to three week posting period (approximate deadline of December 7th), I recommend declining the grant funding, as there would not be enough time remaining to secure a revision and use the funds effectively before the August 2027 deadline.

PREVIOUS INFORMATION:

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.
11/05/2026: Council was updated with the status of the project.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Recommend reposting the position for an eight-month term at the higher wage rate of approximately $30.00/hour.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. Notice of Award
2. Job Description