

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: July 21, 2021

TO: Supervisor Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

FROM: Shakita LaGrant-McClain, Director, Department of Health & Human Services
Prepared by: James Mathy, Administrator, Housing Division

SUBJECT Request to create two FTE Housing Program Assistant positions in the Section 8 Housing Choice Voucher Program (HCV)

Issue

The Director, Department of Health and Human Services (DHHS), is requesting authorization to create two permanent full-time equivalent (FTE) positions of Housing Program Assistant at pay grade 16Z3 in the Housing Division.

Background

In 2021, the HCV Program received 63 new Emergency Housing Vouchers from Housing and Urban Development (HUD). As a result, the program's lease-up rate increased as well as the administrative fee revenue. The new positions will be responsible for certification, processing, and leasing of the additional vouchers. The positions would allow maximum utilization of the program by enabling eligible applicants to access rental assistance. The increased HUD administrative fee will support 100 percent of the cost of the positions.

Fiscal Impact

There is no tax levy impact. The additional administrative fee revenue is anticipated to be about \$157,000 and was effective July 1, 2021. The total 2021 salary and social security costs of each position, effective pay period 21 (October 4), ranges between \$9,914 and \$11,840 depending upon placement in the pay range as shown below.

	Rate	Annual Salary & Social Security Cost	Current Year Salary & Social Security Cost Per Position	Current Year Total Cost Impact
Low Range	\$19.19	\$42,959	\$9,914	\$19,828
High Range	\$22.91	\$51,307	\$11,840	\$23,680

Recommendation

The Department of Health and Human Services recommends the creation of 2.0 FTE Housing Program Assistants in the DHHS Housing Division. These positions are being funded by additional HUD revenue so there is no tax levy impact to this request.



Shakita LaGrant-McClain, Director
Department of Health & Human Services

- cc: County Executive David Crowley
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