

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: April 21, 2023

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE ADRC Supervisor Information and Assistance (I&A) in Aging and Disabilities Services

FISCAL EFFECT:

- | | |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input checked="" type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input checked="" type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year - 2023	Subsequent Year
Operating Budget	Expenditure	\$41,713	\$89,632
	Revenue	\$41,713	\$89,632
	Net Cost	\$0	\$0
Capital Improvement Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
 - B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
 - C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
 - D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
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- A. Approval of this resolution would authorize the creation of 1.0 FTE ADRC Supervisor Information and Assistance (I&A) in Aging and Disabilities Services (ADS) to support the Aging and Disability Resource Center (ADRC).
 - B. The ADRC Supervisor I&A will manage all aspects of the ADRC Information and Assistance Call Center, ensuring that staff have capacity to effectively respond to approximately 5,000 calls per month from customers of the ADRC.
 - C. For 2023, the total 2023 salary and social security cost for the position is \$41,713. This assumes the position is hired at the maximum salary point in the pay range and filled by pay period 15 (July 10, 2023). The full annualized cost for salary and social security is estimated to be \$89,632 in 2024. Approximately, 48% of the total costs is reimbursed by Medical Assistance match dollars generated by time reporting within the ADRC. This revenue is a permanent funding source for the operation of the ADRC. For 2023, the total estimated costs of \$41,713 is anticipated to be covered by \$20,022 in MA match revenue and the balance of \$21,691 is expected to be covered by savings from vacancies within the ADRC. As of March, about \$150,000 in salary surplus is projected due to vacancies in the ADRC. Assuming this position create is approved, this position will be added to the 2024 Budget. The total cost of \$89,632 will be offset with MA match funding of \$43,023 with tax levy supporting the \$46,609 remaining cost.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

D. The accompanying resolution authorizes the new position as of pay period 12, effective May 29, 2023 to ensure timely recruitment. However, this fiscal note calculates the total cost as of pay period 15 (July 10, 2023) which is anticipated to be the most realistic timeframe for actually filling the position and incurring costs.

Department/Prepared By Clare O'Brien, DHHS Budget & Policy Director

Authorized Signature *Shakita LaGrant-McClain*

Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review? Yes No Not Required