

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** March 31, 2021

**TO:** Marcelia Nicholson, Chairwoman, County Board of Supervisors

**FROM:** Joseph Lamers, Director, Office of Performance, Strategy and Budget,  
Department of Administrative Services

**SUBJECT:** Request to abolish 1.0 FTE Aging Administrator and to create 1.0 FTE Aging Unit Director position in the Aging Division of the Department of Health and Human Services.

**Request**

The Department of Health and Human Services (DHHS) is requesting to abolish 1.0 FTE Aging Administrator and to create 1.0 FTE Aging Unit Director position.

**Background**

The 2021 Budget created one FTE Aging Administrator position to lead the Aging Division and to perform the duties of a full-time aging unit director in accordance with Wis. Stat. § 46.82(5). In addition to overseeing the functions of the Area Agency on Aging (AAA) and community-based services for older adults, this position was also intended to oversee the newly-merged Aging and Disability Resource Center. The necessary planning and application process to integrate both the Aging Resource Center and Disability Resource Center is underway and will continue throughout 2021 with implementation of a combined Aging and Disability Resource Center (ADRC) to occur in 2022.

During the planning process, it was determined that the ADRC will roll up to the Aging and Disability Division Administrator and the proposed Aging Unit Director will oversee the AAA and Senior Centers. Specifically, the Aging Unit Director will fulfill the requirements under Wis. Stat. § 46.82(5)(5) in providing strategic leadership, overseeing the AAA, community-based services for older adults, and activities that support the operational and policy work of the Commission on Aging to ensure the success of programs and meaningful involvement of older adults. The Aging Division anticipates filling this position on June 1, 2021 (pay period 12) with an annualized salary plus social security of approximately \$101,221.

The new position of Aging Unit Director will be funded by the abolishment of the Aging Administrator position. Because the Aging Division is approximately 90% funded by outside revenue, any savings from the lower salary will be offset by reduced Older Americans Act and other non-tax levy revenues and therefore will not have any impact on the tax levy.

**Fiscal Impact**

The annual salary for the 1.0 FTE Aging Unit Director will be funded from the current Personnel Services budget for the department.

Action	Title	No. of Positions	Title Code	Pay Grade
Abolish	Aging Administrator	1.0 FTE	Z0023	902E (\$85,466-126,630 annually)
Create	Aging Unit Director	1.0 FTE	TBD	901E (\$67,101-98,212 annually)

**Recommendation**

The Department of Administrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE Aging Administrator be abolished, and 1.0 FTE Aging Unit Director position be created in the Aging Division of DHHS.

*JOSEPH LAMERS*

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Joseph Lamers, Director  
Office of Performance, Strategy and Budget  
Department of Administrative Services