

The COUNTY OF MILWAUKEE
Inter-Office Communication

Date: June 21, 2024

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Shakita LaGrant-McClain, Executive Director, DHHS

Subject: A report from the Director, Department of Health and Human Services (DHHS), requesting the creation of 4.0 FTE Human Service Worker-CLTS and 1.0 FTE Children’s Disability Program Supervisor

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services (DHHS), requesting approval to create 4.0 FTE Human Service Worker-CLTS in paygrade 16Z4 and 1.0 FTE Children Disability Program Supervisor in paygrade 31M.

POLICY

The maximum number of positions and/or the maximum number of employee hours in each classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

| | | |
|------------------------------|--|-------|
| Milwaukee County Ordinances: | | 17.28 |
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BACKGROUND

For the past few years, DHHS has been working in collaboration with the State to increase the number of children participating in the Children’s Long-Term Support (CLTS) waiver program. As a result, CLTS has seen a steep growth in its program enrollment. In 2021, enrollment increased by 44% compared to 2020 and has continued to grow in the following years. Currently, total CLTS enrollment is about 2,250 kids across Milwaukee County and the State estimates that approximately 12,000 to 14,000 Milwaukee County children are potentially eligible for CLTS.

CLTS serves children, from ages birth to under 22 years, who are Medicaid eligible and in need of care that is typically provided in an institutional setting. These services allow children to remain in their homes and/or communities. Eligible children include those with a developmental

disability, mental health disability, and/or physical disability. DHHS utilizes the CLTS funding to deliver critical services to this target population using vendor partners and dedicated county staff. Some examples of services authorized include respite, counseling and therapy, personal support (bathing, dressing, eating, etc.), home modification, vehicle modification, and electronic equipment purchase.

Due to the growth of the CLTS program over the years, more kids are being served in the program and the CLTS wait list has also continued. For this reason, DHHS is requesting the creation of 4.0 FTE Human Service Workers to work with kids on the wait list, as well as a Children’s Disability Supervisor. The HSW-CLTS provide support and service coordination, which includes coordinating and facilitating access to services and supports, both formal and informal, which are needed by the child and their family to meet their identified outcomes and goals. Support and service coordination assists a child or youth and his or her family to achieve an inclusive, interdependent, and self-empowered life.

The child’s or youth’s support and service coordinator (SSC) uses their knowledge of available programs, resources, and services to create an individualized service plan that best supports the child and family in pursuit of their desired outcomes. This includes connecting families to supports throughout the community and promotes family members’ self-determination and involvement in all facets of community life. A primary responsibility of the SSC is promoting the child’s health, safety, and welfare in their home and community. The Children Disability Supervisor is responsible for the supervision, coaching and oversight of the HSW’s to ensure they are adhering to the CLTS Waiver requirements and CLTS Manual. The Supervisor is also responsible to support the kids and families being served in the program and assist with removing barriers to accessing equitable and needed services and supports.

These positions are not included in the 2024 Adopted Budget because at the time the budget was being considered, DHHS did not anticipate these needs. In addition, after the adoption of the budget, DHHS has continued to monitor 2024 CLTS revenue and has determined that there would be sufficient revenue to sustain the five new positions.

Positions requested:

| Title | Pay Range | Annual Salary Range |
|--|------------------|----------------------------|
| Human Service Worker (4.0 FTE) | \$22.57-\$30.99 | \$46,945-\$64,459 |
| Children’s Disability Supervisor (1.0 FTE) | \$34.99-\$41.66 | \$72,779-\$86,653 |

ALIGNMENT TO STRATEGIC PLAN

The request to create the new position aligns with the county’s strategic plan to ensure that we can continue determining what, where, and how we deliver services to advance health equity. To that end, consistent staffing is needed to support the administrative and case management functions associated with this program that provides critical services.

FISCAL EFFECT

A fiscal note form is attached.

TERMS

N/A

VIRTUAL MEETING INVITES

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PREPARED BY:

Kelly Pethke, Administrator, Children, Youth and Family Services (CYFS)

APPROVED BY:



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

ATTACHMENTS:

None

cc: County Executive David Crowley
Sup. Sup. Patti Logsdon, Chair, Personnel Committee
Mary Jo Meyers, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Steve Cady, Research Director, Comptroller's Office
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk
Lottie Maxwell-Mitchell, Senior Budget & Management Analyst, DAS