

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: May 21, 2025

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

From: Shakita LaGrant-McClain, Director, Department of Health and Human Services

Subject: A report from the Director, Department of Health and Human Services (DHHS), requesting the abolishment of 1.0 FTE Community Intervention Specialist and the creation of 1.0 FTE Lead Community Intervention Specialist in Housing Services

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services, requesting approval to abolish 1.0 FTE Community Intervention Specialist in paygrade 24 and create 1.0 FTE Lead Community Intervention Specialist (CIS) in paygrade 27.

POLICY

The maximum number of positions and/or the maximum number of employee hours in a given 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

Milwaukee County Housing Services has operated with a homeless outreach team since 2015. The outreach team is instrumental in connecting people with resources, stabilizing their situation, and helping individuals access housing, mental health services, and other essential needs. Over the past decade, the team has experienced significant growth, highlighting the need for enhanced collaborative oversight of front-line outreach staff. Establishing a Lead Community Intervention Specialist (CIS) position would enable the current supervisor to dedicate more time to outreach coordination and planning. This is the only area of the division that does not have a lead position assigned. This new role would also provide outreach staff with a potential promotional opportunity while maintaining hands-on street outreach responsibilities. Therefore, Housing Services is requesting to abolish one Community Intervention Specialist (CIS) position and create a new Lead CIS position to support this

expanded focus and leadership.

Position Action Requested:

Action	Title	Pay Range	Annual Salary
Create	Community Intervention Specialist Lead	\$31.43 - \$37.50	\$65,374-\$78,000
Abolish	Community Intervention Specialist	\$28.22 - \$32.85	\$58,697-\$68,328

ALIGNMENT TO STRATEGIC PLAN

The request to create a new position in DHHS aligns with the county's strategic plan to ensure that we can continue in determining what, where, and how we deliver services to advance health equity.

FISCAL EFFECT

The total annual cost for this position at midpoint is \$98,102 (including salary, social security and active fringe) and will be offset by the abolishment of 1.0 FTE Community Intervention Specialist and revenue from an Emergency Solutions Grant (ESG). A fiscal note is attached.

TERMS

The requested position create would be effective upon approval by the Milwaukee County Board of Supervisors.

VIRTUAL MEETING INVITES

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PREPARED BY:

Eric Collins-Dyke, Deputy Administrator, Housing Services

APPROVED BY:

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

ATTACHMENTS:

None

cc: County Executive David Crowley
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