

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: November 8, 2023

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

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

Subject: Report from the Director, Department of Health and Human Services, requesting authorization to enter into 2024 purchase of service contracts for programs within Housing Services

File Type: Action Report

REQUEST

Report from the Director, Department of Health and Human Services, requesting authorization to enter into 2024 purchase of service contracts for programs within Housing Services.

POLICY

Per Wisconsin Statutes, the Director of the Department of Health and Human Services is requesting authorization to execute these contracts consistent with Milwaukee County procurement standards.

Procurement Process

DHHS follows the competitive bidding/Request for Proposals (RFP) requirements of its state and federal funding sources. With rare exception, all purchase of services undergoes an RFP every four years with professional services generally being bid in less than four years. In the event of contractor performance issues, some programs may be bid before the four years have elapsed.

The DHHS RFP process begins with the release of an "Interested Parties" notice. An "Interested Parties" notice will be emailed to entities registered to receive notice of DHHS RFPs on the E-notify website used by both the City of Milwaukee and Milwaukee Public Schools. The RFPs are also widely advertised through media announcements in the Daily Reporter newspaper, Blue Book, Spanish Journal, Neighborhood News as well as social media platforms like Facebook, and Twitter.

DHHS has made strides to improve its RFP materials to include diversity and inclusion initiatives as well as attract organizations with both diverse leadership and service provider staff. Further, proposal review panels have been increased to five members, the majority of which are community (non-County employee) members. DHHS has taken efforts to increase

our pool of community reviewers.

After initial scoring is completed, review panelists gather in a consensus meeting to discuss the proposals and adjust their scoring if needed. The final scores are then tallied, and the contract award recommendation is made to the DHHS Director.

Wisconsin State Statutes:	59.52(31)
Milwaukee County General Ordinances	Ch. 32.40

BACKGROUND

The Department is requesting approval to purchase services with the agencies listed below for the identified service and contract amounts for the time period of January 1 to December 31, 2024. The information that follows describes, by program area, the various services to be purchased and the 2024 recommended contract amounts. Please note - the majority of contracts administered by Housing Services were included in the 2024 Budget narrative in lieu of separate review and approval from the County Board.

HUD Case Management Grant

Case managers will provide ongoing support and provide resources as needed such as income and employment, access to food, hygiene support, problem solving, and budgeting. They assist in establishing personal goals and completing an Individualized Service Plan, work with residents to maintain permanent housing, provide community resources to assist with security deposits, application fees, moving expenses, furniture and utilities. The 2023 partial contract amount increases to the full annual amount in 2024.

Service	Provider	2023 Contract	2024 Proposed	2023/2024 Change
Supportive Services Case Management	Benedict Center	\$39,625	\$58,500	\$18,875

Permanent Supportive Housing Development Support Services

- Guest House of Milwaukee, Inc.

Service	Provider	2023 Contract	2024 Proposed	2023/2024 Change
Pathways to Permanent Housing	Guest House of Milwaukee, Inc.	\$670,000	\$532,900	(\$137,100)

Guest House of Milwaukee currently operates a 27-unit, intensive housing model for 27 chronically homeless individuals. The goal of this program is to quickly transition individuals living on the street into permanent housing with services. The 2023 contract included \$11,425 per month for the provider to pay occupancy rent, which totaled \$137,100 annually.

Milwaukee County purchased the building and became the landlord as of September 1, 2023, which eliminated the need for Milwaukee County to include funding for rent in the contract with the provider. The 2024 proposed contract amount removes the previously budgeted 12 months of rental payments, which reduced the 2024 proposed contract amount by \$137,100. These funds are now being applied to the ongoing maintenance and operational needs of the building.

ALIGNMENT TO STRATEGIC PLAN

This action item aligns with strategic plan objectives 2A (Determine what, where, and how we deliver services to advance health equity and 3A (Invest “upstream to address root causes of health disparities).

RECOMMENDATION

It is recommended that the Milwaukee County Board of Supervisors authorize the Director, Department of Health and Human Services, or her designee, to execute purchase of service contracts for various housing services identified in the accompanying resolution at a total cost of \$591,400.

FISCAL EFFECT

A fiscal note form is attached.

TERMS

The term of the contracts in this report are from January 1, 2024 through December 31, 2024.

VIRTUAL MEETING INVITES

Shakita LaGrant-McClain, DHHS Director
James Mathy, Housing Administrator

PREPARED BY:

James Mathy, Housing Administrator, Department of Health and Human Services

APPROVED BY:

Shakita LaGrant-McClain

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

ATTACHMENTS:

None

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