

**COUNTY OF MILWAUKEE**  
**INTEROFFICE COMMUNICATION**

**DATE:** May 15, 2019

**TO:** Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors

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

**SUBJECT:** From the Director Office of Performance, Strategy and Budget (PSB) requesting authorization to create one Full Time Equivalent (FTE) Special Project Manager position within the Department of Administrative Services (DAS) Director's office (Low org 1186).

**Request**

The Director of PSB, requests authorization to create the following position within DAS Director's Office:

- 1 FTE Special Project Manager (Job Code TBD, pay grade 901E (\$65,134 – \$95,333))

**Background**

On December 6 2018, the Milwaukee County Board of Supervisors passed resolution 19-898, requiring the self-operation of correctional health services for the County, and directed a team to evaluate requirements for self-operation.

On February 7 2019, the Correctional Health Care Self Operation (CHCSO) project (previously titled Inmate Medical Services Self Operation Project) was created to fulfill the requirements found in File 18-898.

The currently employed Contracts Manager FTE was selected to act as temporary Special Project Manager, in addition to their other duties. As the project progressed it became clear that the workload of the Special Project Manager required the undivided attention of a single FTE. Given that this individual has been selected to fill the Special Project Manager position, it is being requested to be created.

The Special Project Manager will be responsible for the management and oversight of the Correctional Health Care Self-Operation Project. The main objective is to satisfy the request of the County Board pertaining to the operation of correctional health care services by Milwaukee County through its employees and contractors. The Special Project Manager will direct consultants and act as a liaison between subject matter expert divisions and departments to guide the project through its conclusion.

The Special Project Manager will advise and report to the Strategic Team, County Board, and appropriate standing committees regarding the status of the project and relevant high-level decisions required. The new role will also serve as a liaison between the County, NCCHC Resources, Inc. (NRI), and any other third parties regarding County process and policy, NCCHC standards, and correctional health care practices as they pertain to the project and the County.

**Fiscal Note**

The 2019 cost of this creation assumes the following: full County Board approval on June 20<sup>th</sup>, 2019, anticipated start date of June 27<sup>th</sup>, 2019 (14 pay periods remaining), and money to create the position is requested from unallocated contingency.

| <b>Position Requested</b>                  | <b>2019 Cost (14 pay periods remaining)</b> | <b>2020 Cost (full year)</b> |
|--|---|------------------------------|
| 1 FTE Special Project Manager              | \$46,576                                    | \$102,121                    |
| <b>Total (includes salary, SS, fringe)</b> | <b>\$46,576</b>                             | <b>\$102,121</b>             |

**Recommendation**

The Department of Administrative Services – Performance, Strategy and Budget, recommends that the request to create 1.0 FTE Special Project Manager and process an administrative fund transfer for the 2019 expenses, be approved.



---

Joseph Lamers

Director, Office of Performance, Strategy, and Budget

cc: County Executive Chris Abele  
Raisa Koltun, County Executive's Office  
Kelly Bablitch, County Board  
Supervisor James "Luigi" Schmitt, Chair, Finance and Audit Committee  
Supervisor Willie Johnson, Jr., Vice-Chair, Finance and Audit Committee  
Supervisor Eddie Cullen, Chair, Personnel Committee  
Supervisor Marina Dimitrijevic, Vice-Chair, Personnel Committee  
Teig Whaley-Smith, Director, DAS  
Steve Cady, Research Director, Comptroller's Office  
Lauri Panella, Chief Information Officer