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A report from the Executive Director, Department of Health and Human Services (DHHS), requesting the creation of 1.0 FTE Administrative Coordinator position in Children, Youth and Family Services (CYFS), by recommending adoption of the following:

A RESOLUTION

WHEREAS, per Chapter 17 of the Milwaukee County (the County) Code of General Ordinances, changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors; and

WHEREAS, the Children’s Long-Term Support (CLTS) Waiver Program, run by Children, Youth, and Family Services, Department of Health and Human Services (DHHS), is a Section 1915(c) Home and Community Based Services (HCBS) Medicaid waiver, providing HCBS for Medicaid-eligible children and young adults (ages 0 to 22) with developmental, mental health, or physical disabilities, supporting individualized services, family-centered outcomes, and required support and service coordination; and

WHEREAS, the County’s CLTS Waiver Program enrollment is projected to reach 5,000 participants by the end of 2026, which is the largest in the State of Wisconsin, creating increasing complexity in service coordination, and necessitating expanded staffing across the County and six contracted agencies to maintain consistent, high-quality support; and

WHEREAS, DHHS is requesting the creation of 1.0 full-time equivalent (FTE) Administrative Coordinator position to lead staff training, development, and related CLTS administrative functions, to ensure consistent policy alignment, effective onboarding, and equitable outcomes for families; and

WHEREAS, the Department of Human Resources has reviewed this request to create a new position, determined the appropriate classification (Administrative Coordinator) and assigned pay grade (NR23), and has submitted a report included in this file; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request with respect to need, appropriateness, and funding availability, as required per Section 59.60(10), Wisconsin State Statutes, and has submitted a report included in this file; and

WHEREAS, the Committee on Personnel, at its meeting of June 11, 2026, recommended adoption of File No. 26-481 (vote 4-0); now, therefore,

45 BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board)
 46 hereby approves the classification and pay grade recommendation for the position, as
 47 outlined in the report hereto attached to this file and summarized below:
 48

Recommended Title	Administrative Coordinator
Agency (Department)	800 – Department of Health and Human Services (DHHS)
Organization (Org.) (Low Org.)	8987 – Children, Youth, and Family Services
Number (No.) of Positions	1
Pay Grade	NR23
Annual Range	\$59,280-\$88,878

49 ; and
 50

51
 52 BE IT FURTHER RESOLVED, the County Board hereby authorizes and
 53 approves the following position action for DHHS, effective Pay Period 15, ending
 54 July 18, 2026:
 55

Action	Title	No. of Positions	Pay Grade
Create	Administrative Coordinator	1	NR23

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 58 chk
 59 06/11/26
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