

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: November 7, 2022

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, requesting the creation of 1.0 FTE Community Intervention Specialist in Housing Services

File Type: Action Report

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**REQUEST**

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

**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**

The Community Intervention Specialist (CIS) position will be located within the Housing Services area within DHHS. This position is funded through a newly awarded U.S. Department of Housing and Urban Development Domestic Violence Bonus Project Grant the focus of which is to work with victims of domestic and sexual violence. This position was not included in the 2023 Recommended Budget as the grant award had not been announced at that time the budget was being developed. The Community Intervention Specialist position will provide case management and housing navigation assistance to survivors of domestic abuse and sexual violence.

In addition to the position, the grant funds transitional housing beds for individuals fleeing sexual violence, rapid rehousing dollars for individuals and families fleeing sexual or domestic violence, and case management services to support individuals and families enrolled in the project. The overall amount awarded by HUD to fund the new project on a permanent basis is

\$895,031 annually.

**Position requested:**

<b>Title</b>	<b>Pay Range</b>	<b>Annual Salary Range</b>
Community Intervention Specialist	\$26.56 - \$30.94	\$55,459 - \$64,595

**ALIGNMENT TO STRATEGIC PLAN**

The request to create a new position in the 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 ranges between \$59,702 to \$69,537 (including salary and social security) and is funded through the HUD grant.

**TERMS**

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

**VIRTUAL MEETING INVITES**

[Shakita.LaGrant@milwaukeecountywi.gov](mailto:Shakita.LaGrant@milwaukeecountywi.gov)  
[James.Mathy@milwaukeecountywi.gov](mailto:James.Mathy@milwaukeecountywi.gov)  
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**PREPARED BY:**

Jessica Shriver, Housing Services Program Manager

**APPROVED BY:**

*Shakita LaGrant-McClain*

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

**ATTACHMENTS:**

None

cc: County Executive David Crowley  
Sup. Willie Johnson, Jr, 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 and Policy Director – Comptroller's Office  
Shanin Brown, Committee Coordinator, Office of the County Clerk