

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: December 29, 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

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 would be located within Housing Services area. This position is funded through a U.S. Department of Housing and Urban Development Rapid Rehousing grant with the focus on working with individuals and families experiencing homelessness. The Community Intervention Specialist position would provide case management and housing navigation assistance.

In addition to the position, the grant funds rapid rehousing dollars for individuals and families experiencing homelessness 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 \$587,256 annually.

Position requested:

Title	Pay Range	Annual Salary Range
Community Intervention Specialist	\$27.09 - \$31.56	\$56,569 - \$65,887

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 \$53,897 to \$62,775 (including salary and social security) as of pay period 4 in 2023 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
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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
Lottie Maxwell-Mitchell, Senior Budget and Management Analyst