

COUNTY OF MILWAUKEE
Inter-Office Communication

DATE: November 14, 2025

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

FROM: Joe Lamers, Director, Office of Strategy, Budget & Performance *JOSEPH LAMERS*

SUBJECT: From the Director, Office of Strategy, Budget & Performance, Requesting the Creation of 3.0 Internship Positions in the Project Management Office

REQUEST

The Office of Strategy, Budget and Performance (SBP) requesting approval to create 3.0 Internship positions in paygrade 01IM.

POLICY

Milwaukee County Ordinance 17.01: All authorized positions in the service of the county shall be compensated and classified in accordance with the duties and responsibilities assigned to the position. Positions assigned duties and responsibilities which require similar training, education and experience shall be compensated and classified uniformly.

Milwaukee County Ordinance 17.28: 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.

BACKGROUND

The Office of Strategy, Budget and Performance (SBP) requests authorization to create three internship positions that will support program administration in the Project Management Office (PMO).

The internship positions will create opportunities for individuals to build the skills needed to be successful in a professional career, to foster a sense of public service within their communities, and to provide meaningful pathways to public sector careers for students. The internship model provides cost-effective support in response to the financial position of Milwaukee County while strengthening SBP's capacity to deliver on its mission of strategic alignment, fiscal health, and project management support.

The internship positions will advance the Milwaukee County vision and strategic plan by creating paid intern positions and will increase exposure to public service and local government to people in Milwaukee County. The three internship positions will provide project support, communications and engagement, and overall administrative and operational supports to the county-wide evaluation efforts and the Youth Commission program.

An internship position would support the American Rescue Plan Act (ARPA) county-wide evaluation strategy. The Milwaukee County Board of Supervisors approved \$3,389,000 for

Milwaukee County ARPA Evaluation ([22-560](#), [24-535](#) & [24-755](#)). This project established an evaluation plan to evaluate the 72 ARPA projects to understand and communicate return on investment, progress toward goals and intended outcomes, and impact of ARPA investments on residents, communities, and the County's fiscal health. The evaluation will show to what extent and how projects achieved their goals and how those achievements ladder up to Milwaukee County's strategic objectives.

Two of the internship positions will support the Milwaukee County Youth Commission ([22-662](#)) and its operating needs. The Milwaukee County Youth Commission was created to serve as a representative body for youth in Milwaukee County. The commission provides Milwaukee County youth with valuable experience serving their community and encourages civic engagement and interaction with local government. The PMO administers this program and is responsible for coordinating Youth Commission meetings and events. In addition, the PMO provides supervision to up to 20 Youth Commissioners and is responsible for leading the recruitment and coordinating onboarding and ongoing training. Finally, the PMO serves as a primarily liaison and maintains regular communication with the Youth Commission stakeholders including adult advisors, partners, and the Milwaukee County Board of Supervisors. Hiring interns will enable a transition from contracting with an operating partner.

Funding for one of the internship positions would be allocated from the Milwaukee County ARPA Evaluation project that was approved by the Board on June 2, 2022. Funding for two of the internship positions is available through the SBP Youth Commission budget. These positions will have a net total tax levy impact of \$0.

Position requested:

Title	Pay Grade	Annual Salary Range
3.0 Internship Positions	01IM	\$13,126

RECOMMENDATION

The Administration recommends the creation of 3.0 Internship positions within the Project Management Office.

FISCAL EFFECT

These actions will have a net total tax levy impact of \$0. A fiscal note is attached.

TERMS

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

PREPARED BY:

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ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the strategic plan:

3A: Invest “upstream” to address root causes of health disparities

3B: Enhance the County’s fiscal health and sustainability

3C: Dismantle barriers to diverse and inclusive communities