

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: June 23, 2023

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 (DHHS), 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) TANF position will be located within the Housing Services area but will be shared with Behavioral Health Services (BHS). This position is funded through the Temporary Assistance for Needy Families (TANF) program.

The CIS will be the primary contact for both service areas to work collaboratively with households receiving TANF benefits and also in need of safe and stable housing. The CIS will provide housing navigation and connection to services and collaborate with community members, partners and stakeholders across Milwaukee County.

**requested:**

<b>Title</b>	<b>Pay Range</b>	<b>Annual Salary Range</b>
Community Intervention Specialist	\$27.10 - \$31.56	\$56,587- \$65,894

**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 \$60,916 to \$70,935 (including salary and social security) and will be crosscharged to the Behavioral Health Services budget. The cost is offset by Temporary Assistance for Needy Families (TANF) revenue.

**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)  
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**PREPARED BY:**

Eric Collins-Dyke, Deputy Administrator, Housing Services

**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 Director, Comptroller's Office  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk  
Lottie Maxwell-Mitchell, Senior Budget & Management Analyst, DAS