



Milwaukee County
Office of the Comptroller
INTER-OFFICE COMMUNICATION

Date: Friday, August 15, 2025

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

From: Liz Sumner, Milwaukee County Comptroller

Subject: From the Milwaukee County Office of the Comptroller, requesting to create 1.0 FTE Sr. Grants Compliance Manager (pay grade 38M)

File Type: Action Report

REQUEST

Milwaukee County Office of the Comptroller is requesting approval of the creation and classification of 1.0 FTE Sr. Grants Compliance Manager (pay grade 38M).

POLICY

Milwaukee County Code of General Ordinances:	17.05 (1)
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BACKGROUND

The Sr. Grants Compliance Manager would be located within the Financial Services Division which administers the Central Service Allocation and the County's Negotiated Indirect Cost Rate Agreement (NICRA). The creation of this position was recommended in 24-1074 "County Needs to Establish Clear Roles, Responsibilities, and Procedures for Grant Management."

The role would be responsible for the overall administration and oversight of all County received grants, especially those from the federal government, which come with strict compliance requirements (e.g., Uniform Guidance 2 CFR 200 in the U.S.). The Sr. Grants Compliance Manager would ensure the proper allocation and tracking of funds by departments within Infor, adherence to cost allowability rules, timely and accurate reporting of the annual Schedule of Expenditures of Federal Awards (SEFA) and compliance and updated submission of the County's NICRA rate. The Comptroller will include the requested position change in the 2026 requested budget.

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the [strategic plan](#):

- 2A: Determine what, where, and how we deliver services to advance health equity
- 2B: Break down silos across County government to maximize access to and quality of services offered
- 3B: Enhance the County's fiscal health and sustainability

Compliance and tracking of Grants received by various departments across the County is essential to maintaining the County's fiscal health.

FISCAL EFFECT

There is no anticipated expense for this position in 2025, as the position is expected to be filled around Pay Period 1 of 2026. Funding for the position in 2026 will be covered by savings from the abolishment of two positions and a reduction in contractual expenses associated with temporary staffing.

POSITION INFORMATION

Recommended Title	SR. GRANTS COMPLIANCE MANAGER
High Org. - Department	370 – Comptroller
Low Org. - Division	3751 – ADMINISTRATION
Number of Positions	1
Pay Grade	38M
Min (Annual)	\$100,976.00
Max (Annual)	\$122,190.00

VIRTUAL/HYBRID MEETING INVITES

Liz Sumner, Comptroller

James Moon, Deputy Comptroller, Office of the Comptroller

Cynthia (CJ) Pahl, Financial Services Director, Office of the Comptroller

PREPARED BY:

James Moon, Deputy Comptroller, Office of the Comptroller



Liz Sumner, Milwaukee County Comptroller