

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: February 28, 2022

To: Marcelia Nicholson, Chairwoman, County Board of Supervisors

From: Joseph Lamers, Director, Office of Strategy, Budget and Performance

Subject: House of Correction requests to create 1.0 FTE Family Visitation Security Officer, Pay Grade 14Z1 and 1.0 FTE Program Manager, Pay Grade 24M.

File Type: Action Report

REQUEST

The Superintendent, Milwaukee County House of Correction (HOC), is requesting authorization to create one permanent full-time equivalent (FTE) position of Family Visitation Security Officer in pay grade 14Z1 and 1.0 FTE Program Manager, Pay Grade 24M.

POLICY

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2022 Adopted Budget

BACKGROUND

The HOC applied for and was awarded a grant in November 2021 by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) entitled 2021 OJJDP FY 2021 Second Chance Act Addressing the Needs of Incarcerated Parents and Their Minor Children (Grant), which was approved by the County Board at its February 3, 2022 meeting. The FAM Services program funded by this grant is a family centric program (FAM) that will provide a safe and supportive environment for 50 incarcerated parents to strengthen relationships with their minor children.

A component in the OJJDP grant specifically supports a staffing plan that includes hiring and funding 1.0 FTE Family Visitation Security Officer to maintain a safe and secure environment for parents and children to visit and engage in family strengthening activities. It also supports and funds 1.0 FTE Program Manager to implement the FAM services project in accordance with the OJJDP performance and HOC standards. The Program Manager will manage all project components, and coordinate family services, which includes visits and education services.

Related File No's:	22-102
Associated File No's (Including Transfer Packets):	22-102
Previous Action Date(s):	Finance Committee 1/22/22; County Board 2/3/22

ALIGNMENT TO STRATEGIC PLAN

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

- 1A: Reflect the full diversity of the County at every level of County government
- 1B: Create and nurture an inclusive culture across County government
- 1C: Increase the number of County contracts awarded to minority and women-owned businesses
- 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
- 2C: Apply a racial equity lens to all decisions
- 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

Not applicable in this situation. Please refer to department memo for how this position aligns with the strategic plan.

FISCAL EFFECT

There is no direct cost impact in 2022 to create 1.0 FTE Family Visitation Security Officer position and 1.0 FTE Program Manager if positions are hired at Step 1. If positions are hired at Step 1, then additional expenditures are offset by increased program revenue. If hired above Step 1, then additional funding may be required to support expenditures that exceed budgeted amounts supported in the grant.

POSITION INFORMATION

Action	Title	Pay Range	Annual Salary Range
Create	Family Visitation Security Officer	14Z1	\$43,671-\$50,165
Create	Program Manager	24M	\$53,071-\$61,828

PREPARED BY:

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