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A report from the Director, Department of Health and Human Services, requesting the creation of 5.0 FTE Community Intervention Specialists and 1.0 FTE Administrative Assistant in Housing Services, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the United States Department of Housing and Urban Development (HUD) has distributed additional funds to formula grantees throughout the country to primarily address homelessness; and

WHEREAS, Milwaukee County (the County) needs to increase staff to ensure that permanent housing can be located and approved at a much faster pace, and traditional homeless outreach staff cannot dedicate enough time to this role due to their workload doing traditional street outreach; and

WHEREAS, the five Community Intervention Specialist positions being requested will primarily be responsible for housing navigation services and homeless outreach, and the Administrative Assistant position will assist the HOME Investment Partnerships Program (HOME), and Community Development Block Grant (CDBG) Manager with administrative functions related to the grants, as well as help to meet other HOME and CDBG programmatic needs; and

WHEREAS, these positions will ensure that our community continues its progress on reducing unsheltered homelessness, as well as show a decrease in the length of stay in our homeless shelters; and

WHEREAS, HUD awarded \$4,499,862 in HOME American Rescue Plan Act (ARPA) funding to the County through September 30, 2030, as well as a permanent increase in Emergency Solutions Grant funding of \$146,016; and

WHEREAS, the request to create these new positions in the Department of Health and Human Services 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; and

WHEREAS, the Department of Human Resources has reviewed this position change request, and has determined the appropriate classifications of Community Intervention Specialist, pay grade 24, and Administrative Assistant, pay grade of 06P, and has submitted a report included in this file; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request with respect to need, appropriateness, and funding availability as required per Section 59.60(10), Wisconsin State Statutes, and has submitted a report included in this file; and

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WHEREAS, the Committee on Personnel, at its meeting of January 17, 2023, recommended adoption of File No. 23-152 (vote 4-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves the classification and pay recommendation for the positions as outlined in the report hereto attached to this file and summarized below:

Recommended Title	Community Intervention Specialist
Agency (Department)	800-Department of Health and Human Services (DHHS)
Org. (Low Org)	8524
Number of Positions	5
Pay Grade	24
Step 01 (Annual)	\$56,568.63
Step 02 (Annual)	\$58,697.29
Step 03 (Annual)	\$60,869.64
Step 04 (Annual)	\$63,020.15
Step 05 (Annual)	\$65,887.49

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; and

Recommended Title	Administrative Assistant
Agency (Department)	800-DHHS
Org. (Low Org)	8524
Number of Positions	1
Pay Grade	06P
Step 01 (Annual)	\$41,122.85
Step 02 (Annual)	\$42,578.37
Step 03 (Annual)	\$44,005.80
Step 04 (Annual)	\$45,489.41
Step 05 (Annual)	\$46,923.08
Step 06 (Annual)	\$48,371.32
Step 07 (Annual)	\$49,811.23
Step 08 (Annual)	\$51,289.64
Step 09 (Annual)	\$52,713.95

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; and

BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position actions for DHHS, effective Pay Period 4, beginning February 6, 2023:

<b>Action</b>	<b>Title</b>	<b>Number of Positions</b>	<b>Pay Grade</b>
Create	Community Intervention Specialist	5	24
Create	Administrative Assistant	1	06P

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Specialists & 1.0 Admin Asst.docx