

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: August 16, 2024

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 abolishment of 1.0 FTE Community Intervention Specialist Lead and creation of 3.0 FTE Community Intervention Specialist in Housing Services

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services, requesting approval to abolish 1.0 FTE Community Intervention Specialist Lead in paygrade 27 and create 3.0 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

Housing Services is seeking additional positions to support housing navigation to connect individuals to permanent housing and identify landlords with available units as well as support caseloads currently supported by an outside provider contract. The 3.0 FTE of Community Intervention Specialists (CIS) being requested are offset by revenue or a reduction in budgeted expenditures.

Position Actions:

- 1) **Abolish 1.0 FTE Lead CIS/Create 1.0 FTE CIS:** The Community Intervention Specialist Lead position was vacated on April 12, 2024. That position was previously the Lead for a shared Housing Navigator position with the Community Reintegration Center (CRC).

Once the Lead position was vacated, the oversight of the Housing Navigator moved under the Supportive Housing Supervisor in Housing Services. Abolishing the CIS Lead position while creating a new CIS role will allow Housing Services to fill a need for direct service needs on homeless outreach and housing navigation teams.

- 2) **Create 1.0 FTE CIS – Supportive Housing Case Manager** – This position will work with housing outreach services staff to receive case management referrals for individuals and families moving into permanent supportive housing. This position is needed to support the caseload being transitioned from an outside community-based contract to Housing Services. The cost will be offset due to the discontinuation of a provider contract budgeted for this program.
- 3) **Create 1.0 FTE CIS – Housing Navigation** - This position will be devoted to housing navigation to connect individuals to permanent housing and identify landlords with available units. This position is supported by CDBG-ARP revenue which is authorized through 2030 as well as a permanent increase in Housing Choice Voucher administration revenue.

Position Action Requested:

Action	FTE	Title	Pay Range	Annual Salary
Create	3.0	Community Intervention Specialist	\$27.66 - \$32.20	\$57,533-\$66,976
Abolish	1.0	Community Intervention Specialist Lead	\$30.81 - \$36.76	\$64,085-\$76,461

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

A fiscal note is attached.

TERMS

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

VIRTUAL MEETING INVITES

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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. Patti Logsdon, 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
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