

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: August 15, 2025

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 to create 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 |
|------------------------------|--|-------|

**BACKGROUND**

The Shelter Plus Care program (My Home) provides rental assistance and supportive services to homeless individuals with disabilities, specifically those with serious mental health issues, chronic substance abuse, or HIV/AIDS. The program provides rental subsidies in the form of tenant-based, sponsor-based, and project-based categories. Due to an increase in need, current caseloads on the My Home team are completely full. Adding this new position would allow the program to take on new referrals, increase the disbursement of rent assistance, and work across several Shelter Plus Care grants to support My Home participants.

**Position Action Requested:**

| Action | Title                             | Pay Range         | Annual Salary     |
|--------|-----------------------------------|-------------------|-------------------|
| Create | Community Intervention Specialist | \$28.22 - \$32.85 | \$58,698-\$68,328 |

**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 \$63,188 to \$73,555 (including salary and social security) and will be offset by the recent increase in funding for the My Home program. A fiscal note is attached.

**TERMS**

The requested position create 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