

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: November 7, 2022

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, requesting the creation of 2.0 FTE Housing Supervisor positions in Housing Services

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services, requesting approval to create 2.0 FTE Housing Supervisor positions at paygrade 30M.

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

The Housing Supervisor positions will be located within the Housing Services area within DHHS. These positions were not included in the department's 2023 Recommended Budget because a final decision on the type and number of positions to address the division's staffing needs was not completed in time to meet the budget deadline.

Position requested:

Title	Pay Range	Annual Salary Range
Housing Supervisor	\$32.18 - \$38.43	\$67,194 - \$80,250

Housing Supervisor:

Housing Supervisor Purpose and Function -

This positions are being requested because of recent expansion in the Housing Services area. Increases in homeless outreach and housing navigation staff have allowed Housing Services to increase its reach into the community. Due to the increase in direct service staff and the day-to-day workflow of internal programming, supervisor positions are necessary to give current lead staff opportunities to expand into larger roles within the Housing Services area. The Housing Supervisor role will include mentoring and training new staff as well as performance reviews and other personnel oversight responsibilities. Each Supervisor would oversee about six to seven staff. Currently, the Assistant Administrator for Housing supervisors 21 staff and the addition of these two supervisory positions would alleviate this significant supervisory workload.

Tasks include-

1. Oversee workflow of direct service staff in internal programs.
2. Provide supervisory oversight for supportive housing and homeless outreach programs.
3. Work in conjunction with Quality Assurance staff to plan and conduct program monitoring and evaluation projects to identify areas of improvements and improve the efficiency and effectiveness of programs and policies.

Because the Housing Supervisor positions are intended to serve as a career ladder for existing experienced Housing Services staff, the new positions would be funded by the abolishment of two vacant positions within Housing Services after these new positions are hired.

ALIGNMENT TO STRATEGIC PLAN

The request to create new positions 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 net annual increased cost for the Housing Supervisor positions is estimated to be about \$6,627 for each position or \$13,253 for both positions which reflects salary and social security assuming step 3 of pay range 30M. These additional costs will be offset with American Rescue Plan Act (ARPA) and Emergency Rental Assistance (ERA) 2 funds until the end of 2025. Once the grants sunset, DHHS will need to absorb these costs into its existing budget.

TERMS

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

VIRTUAL MEETING INVITES

Shakita.LaGrant@milwaukeecountywi.gov
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Eric.collins-dyke@milwaukeecountywi.gov

PREPARED BY:

James Mathy, Housing Division Administrator

APPROVED BY:

Shakita LaGrant-McClain

Shakita LaGrant-McClain, Director, Department of Health & Human Services

ATTACHMENTS:

None

cc: County Executive David Crowley
Sup. Willie Johnson, Jr., 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 and Policy Director – Comptroller's Office
Shanin Brown, Committee Coordinator, Office of the County Clerk
Lottie Maxwell-Mitchell, Budget Analyst – DAS