

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

**DATE:** June 5, 2020

**TO:** Supervisor Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

**FROM:** Shakita LaGrant-McClain, Interim Director, Department of Health and Human Services and Department on Aging  
*Prepared by: James Mathy, Administrator, Housing Division*

**SUBJECT:** **From the Interim Director, Department of Health and Human Services, requesting authorization to create 1.0 FTE position of Community Intervention Specialist in the Housing Division**

**Issue**

The Interim Director, Department of Health and Human Services (DHHS), is requesting authorization to create one permanent FTE Community Intervention Specialist (CIS) position in the Housing Division. The CIS position will be responsible for supporting the activities of the Rapid Rehousing Program under newly-awarded federal Housing and Urban Development (HUD) funding.

**Background**

On March 13, 2020, the Housing Division received notification of a new HUD award for a rapid rehousing project anticipated to begin October 1, 2020. The new Rapid Rehousing program will provide medium term Rapid Rehousing Rent Assistance for up to one year for 64 homeless individuals and families. The grant covers the cost of one Community Intervention Specialist and rent assistance. The Community Intervention Specialist position will be responsible for many of the activities of the grant including supportive services oversight, housing navigation, and coordination efforts.

The grant is renewable during the annual Milwaukee City/County Continuum of Care consolidated application process. The Housing Division will receive \$547,404 annually starting October 1, 2020 to September 30, 2021.

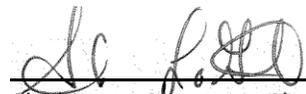
**Recommendation**

The Interim Director, Department of Health and Human Services (DHHS), is recommending the creation of one permanent FTE Community Intervention Specialist (CIS) position in the Housing Division.

**Fiscal Impact**

Depending upon the placement in the pay range, the cost of the Community Intervention Specialist ranges between \$13,923 to \$16,221 and reflects salary and social security costs effective October 5, 2020. This cost is fully covered by the Rapid Rehousing Program.

	Rate	Annual Salary	2020 Salary Cost (Effective Oct. 5)	SS	Total Cost
Low Range	\$ 25.26	\$ 52,541	\$ 12,933	\$ 989	\$ 13,923
High Range	\$ 29.43	\$ 61,209	\$ 15,068	\$ 1,153	\$ 16,221



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

- cc: County Executive David Crowley  
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