

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: February 14, 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 approval to create 1.0 FTE Human Service Worker in paygrade 16Z4 for the Children's Community Options Program (CCOP) in Children, Youth and Family Services (CYFS)

File Type: Action

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**REQUEST**

A report from the Director, Department of Health and Human Services (DHHS), requesting approval to create 1.0 FTE Human Service Worker in paygrade 16Z4 for the Children's Community Options Program (CCOP).

**POLICY**

The maximum number of positions and/or the maximum number of employee hours in each 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 Children's Community Options Program (CCOP) serves children from birth to age 21 with a physical, emotional or developmental disability and who are in need of individualized coordinated care, treatment and other services. The CCOP provides interventions targeted at self-care, language and speech, learning, mobility, self-directions, independent living and economic self-sufficiency. CCOP works with children and their families to meet their health care needs and increase access to their communities across Milwaukee County. Children enrolled in CCOP do not have to be Medicaid eligible. CCOP can provide supports and services not covered by Medicaid or other insurance, and can also build upon other services and supports provided through CLTS Waiver Program.

This position is being requested to support the CYFS CLTS leadership team with provider network responsibilities and purchasing for families enrolled in CLTS and on the CLTS waitlist using CCOP funds. This position will provide technical assistance, tracking purchases, auditing & compliance of CCOP. The position will also support the development of policies and procedures and have responsibilities with purchase ordering and other fiscal related responsibilities including payment, remittance and reconciliation. This position will assist via case management of families on the CLTS waitlist, to include requests to purchase items and services. This position will also lead efforts to engage stakeholders in order to develop and facilitate the CCOP Annual Plan. Revenue from the CLTS Waiver Program will help offset the costs of this position create.

**Position requested:**

FTE	Title	Pay Grade	Pay Range	Annual Salary Range
1	Human Service Worker	16Z4	\$23.03-\$31.61	\$47,902-\$65,748

**ALIGNMENT TO STRATEGIC PLAN**

The request to create the new position aligns with the county's strategic plan to ensure that we can continue determining what, where, and how we deliver services to advance health equity. To that end, securing this position will ensure we are able to serve all eligible children and their families.

**FISCAL EFFECT**

A fiscal note form is attached.

**TERMS**

N/A

**VIRTUAL MEETING INVITES**

Shakita LaGrant-McClain, DHHS Director  
Kelly Pethke, CYFS Administrator

**PREPARED BY:**

Kelly Pethke, CYFS Administrator

**APPROVED BY:**

*Shakita LaGrant-McClain*

Shakita LaGrant-McClain, DHHS Director

**ATTACHMENTS:**

None

cc: County Executive David Crowley  
Hon. Karl Ashley, Chief Judge  
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