

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: December 29, 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 5.0 FTE Community Intervention Specialists and 1.0 FTE Administrative Assistant 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 5.0 FTE Community Intervention Specialists (CIS) in paygrade 24 and 1.0 FTE Administrative Assistant paygrade 06P.

**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 Community Intervention Specialist and Administrative Assistant positions will be located within Housing Services. Four of the Community Intervention Specialists and the Administrative Assistant positions are funded by the U.S. Department of Housing and Urban Development (HUD) - HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) through September 30, 2030. HUD has distributed additional funds to formula grantees throughout the country to primarily address homelessness. DHHS Housing Services has been awarded a total of \$4,499,862 in HOME ARP funds. One of the Community Intervention Specialists is funded with a permanent increase of \$146,016 in the HUD Emergency Solutions Grants (ESG) Program.

The CIS positions will primarily be responsible for housing navigation services and homeless

outreach. Milwaukee County needs to increase staff to ensure that permanent housing can be located and approved at a much faster pace. Traditional homeless outreach staff cannot dedicate enough time to this role due to their workload doing traditional street outreach. These positions will ensure that our community continues its progress on reducing unsheltered homelessness as well as show a decrease in the length of stay in our homeless shelters.

The Administrative Assistant position will assist the HOME and CDBG Manager with administrative functions related to the grant as well as help to meet other HOME and CDBG programmatic needs.

These positions were not included in the 2023 Adopted Budget as the grant award had not been finalized and the plan for the use of funds has to be approved by HUD in the first quarter of 2023.

**Positions requested:**

<b>Title</b>	<b>Pay Range</b>	<b>Annual Salary Range</b>
Community Intervention Specialist	\$27.09 - \$31.56	\$56,569 - \$65,887
Administrative Assistant	\$19.69 - \$25.25	\$41,123 - \$52,714

**ALIGNMENT TO STRATEGIC PLAN**

The request to create these new positions in 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**

As of pay period 4 in 2023, the total annual cost for these positions ranges between \$308,663 and \$364,100 (including salary and social security) and will be fully offset by the HOME ARP grant through September 30, 2030 and \$146,016 in permanent HUD-ESG funding.

	<b>FTEs</b>	<b>1st Step</b>	<b>Top Step</b>
Community Intervention Specialist	5	\$ 269,483	\$ 313,876
Administrative Assistant	1	\$ 39,180	\$ 50,224
	<b>Total</b>	<b>\$ 308,663</b>	<b>\$ 364,100</b>

**TERMS**

The requested position creates would be effective upon approval by the Milwaukee County Board of Supervisors. The HOME-ARP funding ends on September 30, 2030.

**VIRTUAL MEETING INVITES**

[Shakita.LaGrant@milwaukeecountywi.gov](mailto:Shakita.LaGrant@milwaukeecountywi.gov)  
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**PREPARED BY:**

James Mathy, 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. 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, Senior Budget and Management Analyst, Comptroller's Office