

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: January 17, 2024

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Shakita LaGrant-McClain, Director, Department of Health and Human Services

Subject: Report from the Director, Department of Health and Human Services, submitting a 2024 professional services contract amendment with an advisory and coaching vendor for consideration under passive review

File Type: Passive Review Report

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**REQUEST**

The Director, Department of Health and Human Services (DHHS), is requesting passive review authorization to amend a professional services contract with an advisory and coaching vendor for the DHHS Director's Office.

**POLICY**

Per Wisconsin Statutes, the Director of the Department of Health and Human Services is requesting authorization to execute this professional services contract.

Wisconsin State Statutes:	59.52(31)
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**BACKGROUND**

In 2020, DHHS released its 2020-25 Strategic Plan, with key strategies highlighting work on Racial Equity, No Wrong Door and Population Health. The development and implementation of the plan have involved working with advisors in planning, organizational development and coaching to supplement internal capacity. As DHHS leaders pursue further implementation of key elements of the plan, an extension of this advisory contract will enable the department's success.

The following contract amendment is being proposed by the DHHS Director's Office for the period of January 1, 2024 through December 31, 2024:

- **\$50,000 to Gary Hollander Enterprises:** Gary Hollander Enterprises has been providing strategic and planning advisory services to DHHS. The work has involved assisting senior leaders in the development of the DHHS Strategic Plan and subsequent implementation. The contract amendment covers implementation support for the year, including subject matter expertise in areas of racial equity, fund development and other technical assistance. This scope includes strategic planning, leadership coaching of staff, and the Change Champions change management effort.

Note that the contract was single sourced in 2019. The team solicited proposals from several strategic planning organizations that work with the civic sector at that time and selected Gary Hollander Enterprises. Extending the contract allows for continuity with a vendor that has experience with DHHS in the development of its strategic plan and allows for DHHS to build on previous work with a vendor that has developed expertise in working with County government and DHHS, specifically.

Service	Provider	Current Contract	2024 Proposed Amendment	Adjusted Contract Amount
Planning and Leadership Coaching	Gary Hollander Enterprises	\$167,075	\$50,000	\$217,075

### **ALIGNMENT TO STRATEGIC PLAN**

The DHHS Director's Office is recommending an amendment for this advisory contract to support the implementation of key DHHS strategies. These strategies are in strong alignment with the County Strategic Plan: pursuing Racial Equity in how we think about our internal policies and practices and external partnerships, No Wrong Door and breaking down silos in how the department serves participants, and Population Health. This work will enable the department to support the County vision of becoming the healthiest county in Wisconsin.

### **RECOMMENDATION**

This contract is being submitted for passive review only. The amendment would increase the existing contract of \$167,075 by \$50,000 to a total adjusted contract of \$217,075. The effective date of the contract would be the period of January 1, 2024 to December 31, 2024.

**FISCAL EFFECT**

The cost of this contract amendment was included in the 2024 DHHS Adopted Budget. A fiscal note is attached.

**TERMS**

The professional services agreement would be effective January 1, 2024 to December 31, 2024.

**VIRTUAL MEETING INVITES**

Shakita LaGrant-McClain, DHHS Director  
David Muhammad, DHHS Deputy Director

**PREPARED BY:**

David Muhammad, Deputy Director, DHHS

**APPROVED BY:**

*Shakita LaGrant-McClain*

Shakita LaGrant-McClain, DHHS Director

**ATTACHMENTS:**

None

cc: County Executive David Crowley  
Sup. Liz Sumner, Chair, Finance Committee  
Mary Jo Meyers, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County  
Steve Cady, Research Director, Comptroller's Office  
Lottie Maxwell-Mitchell, Sr Budget and Management Analyst, Strategy, Budget & Performance