

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: July 23, 2021

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

FROM: Shakita LaGrant-McClain, Director, Department of Health & Human Services
Prepared by: James Mathy, Administrator, Housing Division

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

Issue

The Director, Department of Health and Human Services (DHHS), is requesting authorization to create one permanent full-time equivalent (FTE) position of Community Intervention Specialist (CIS) in pay grade 24 in the Housing Division in collaboration with the House of Correction. The CIS position will be responsible for assisting with housing placements and additional services for individuals being discharged from the House of Correction.

Background

The Housing Division and the House of Correction both recognize that housing is a foundational social determinant of health. Having access to safe housing ensures that individuals being discharged from the House of Correction have the support they need to be successful. The CIS position will focus on housing navigation services as a part of the discharge team. This position will not only focus on housing placement but also ensure the proper referrals are made for access to employment services, education, mental health, and addiction supports. The position will be located at the House of Correction and be managed by the Housing Division.

Recommendation

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

Fiscal Impact

Depending upon the placement in the pay range, the 2021 cost of the Community Intervention Specialist ranges between \$13,118 to \$15,283 and reflects salary and social security costs effective pay period 21 (October 4). This cost is fully covered by the House of Correction budget.

	Rate	Annual Salary & Social Security Cost	Current Year Salary & Social Security Cost Impact
Low Range	\$25.39	\$56,843	\$13,118
High Range	\$29.58	\$66,227	\$15,283

Shakita LaGrant-McClain

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

- cc: County Executive David Crowley
 Mary Jo Meyers, Chief of Staff, County Executive’s Office
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