

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: February 3, 2022

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

From: Chantell Jewell, Superintendent, Milwaukee County House of Correction (HOC)

Subject: HOC requests to create 1.0 FTE Program Manager in Pay Grade 24M

File Type: Action Report

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**REQUEST**

The Superintendent, Milwaukee County House of Correction, is requesting authorization to create one permanent full-time equivalent (FTE) position of Program Manager in pay grade 24M.

**POLICY**

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2022 Adopted Budget
County Board Resolution	File No. 22-102

**BACKGROUND**

On December 21, 2020 the United States Department of Justice (U.S. DOJ) posted for a grant opportunity entitled 2021 OJJDP FY 2021 Second Chance Act Addressing the Needs of Incarcerated Parents and Their Minor Children (Grant). On March 5, 2021 the HOC submitted an application titled Milwaukee House of Correction FAM Services. On November 4, 2021 the HOC was awarded the grant for a total of \$744,565 over three years. Please see file No. 22-102. Part of this grant the HOC will be reimbursed for two positions one of those positions is a Program Manager. The Program Manager will implement the FAM services project in accordance with the OJJDP performance and HOC standards, will manage all project components, and will coordinate family services, including visits and education services.

**RECOMMENDATION**

The Superintendent, Milwaukee County House of Correction, is recommending the creation of one permanent FTE position of Program Manager in pay grade 24M.

**FISCAL EFFECT**

Assuming that the position will be hired at step 1 of the pay range and hired by June 13, 2022. The fiscal effect for 2022 is estimated to be \$30,278 which will be fully covered by the grant.

**POSITION INFORMATION**

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
Create	Program Manager	24M	\$52,753-\$61,457

**PREPARED BY:**

Michael Bickerstaff  
Public Safety Fiscal Administrator

*Chantell Jewell*      2/3/2022

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Chantell Jewell, Superintendent  
Milwaukee County House of Correction

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk

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