

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** August 5, 2021

**TO:** Marcelia Nicholson, Chairwoman, County Board of Supervisors

**FROM:** Joseph Lamers, Director, Office of Performance, Strategy and Budget,  
Department of Administrative Services

**SUBJECT:** Request to create 1.0 FTE Community Intervention Specialist position in the Housing Division of the Department of Health and Human Services.

**Request**

The Department of Health and Human Services (DHHS) is requesting to create 1.0 FTE Community Intervention Specialist position.

**Background**

DHHS's Housing Division requests 1.0 FTE Community Intervention Specialist (CIS) position to support a collaborative effort with the House of Corrections. The Housing Division and the House of Correction both recognize that housing is a foundational social determinant of health. 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 focus on housing placement and 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. Housing plans to fill this position in pay period 21.

Funding for this position is fully covered by funding from the House of Corrections and has no tax levy impact.

**Recommendation**

The Department of Administrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE Community Intervention Specialist position be created in the Housing Division of DHHS.

**Fiscal Impact**

Salary for the 1.0 Community Intervention Specialist will be paid from an Interdepartmental Fund Transfer from Org Unit 4372-60600 to Org Unit 8521-51006 in the October cycle, which is the earliest it can be done per state statute §59.60(8)(b)(2).

Action	Title	No. of Positions	Title Code	Pay Grade
Create	Community Intervention Specialist	1.0 FTE	00008000	24 (\$52,843-61,209 annually)

*JOSEPH LAMERS*

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Joseph Lamers, Director  
Office of Performance, Strategy and Budget  
Department of Administrative Services