

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: April 22,2026

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

From: Shakita LaGrant-McClain, Executive Director, DHHS

Subject: A report from the Executive Director, Department of Health and Human Services (DHHS), requesting the creation of 1.0 FTE Community Intervention Specialist in Housing Services

File Type: Action Report

REQUEST

A report from the Executive Director, Department of Health and Human Services, requesting approval to create 1.0 FTE Community Intervention Specialist (CIS) in pay grade NR21.

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

In January 2026, DHHS – Housing Services, began operating the Coordinated Entry (CE) system for the local Continuum of Care. Coordinated Entry is a HUD-mandated, centralized process to streamline access to housing and services for people experiencing or at-risk of homelessness. It uses standardized assessments to prioritize the most vulnerable individuals for available resources, reducing wait times and improving efficiency. The need to provide CE services to families has continued to increase and in March 2026, DHHS – Housing Services was awarded \$203,750 to hire a Family Mobile Screener (CIS) and provide diversion funding (flexible financial assistance) to families being referred to the CE team.

Position Action Requested:

Action	Title	Pay Range	Annual Salary
Create	Community Intervention Specialist	\$25.37-\$38.03	\$52,770-\$79,102

ALIGNMENT TO STRATEGIC PLAN

The request to create a new position in the 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

The position cost is offset by funding from United Way effective March 24, 2026 to June 30, 2027. If additional funding is not identified beyond the June 30, 2027 termination of the United Way grant, the position will be unfunded.

TERMS

The requested position create would be effective upon approval by the Milwaukee County Board of Supervisors.

VIRTUAL MEETING INVITES

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PREPARED BY:

Eric Collins-Dyke, Deputy Administrator, Housing Services

APPROVED BY:

Shakita LaGrant-McClain

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

ATTACHMENTS:

None

cc: County Executive David Crowley
Janelle M. Jensen, Director of Legislative Services, Office of the County Clerk