

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** December 31, 2025

Original Fiscal Note

Substitute Fiscal Note

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

**FISCAL EFFECT:**

<input checked="" type="checkbox"/> No Direct County Fiscal Impact	<input type="checkbox"/> Increase Capital Expenditures
<input type="checkbox"/> Existing Staff Time Required	<input type="checkbox"/> Decrease Capital Expenditures
<input type="checkbox"/> Increase Operating Expenditures (If checked, check one of two boxes below)	<input type="checkbox"/> Increase Capital Revenues
<input type="checkbox"/> Absorbed Within Agency's Budget	<input type="checkbox"/> Decrease Capital Revenues
<input type="checkbox"/> Not Absorbed Within Agency's Budget	
<input type="checkbox"/> Decrease Operating Expenditures	<input type="checkbox"/> Use of contingent funds
<input type="checkbox"/> Increase Operating Revenues	
<input type="checkbox"/> Decrease Operating Revenues	

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year - 2026	Subsequent Year
Operating Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0
Capital Improvement Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

## DESCRIPTION OF FISCAL EFFECT

**In the space below, you must provide the following information. Attach additional pages if necessary.**

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

  

- A. Approval of this resolution would authorize the creation of 1.0 FTE Community Intervention Specialist (CIS) in paygrade NR21.
- B. The total ongoing annual cost for the CIS position at midpoint is \$84,878 (including salary, social security and fringe). It is anticipated that this position would be filled as of pay period 7 which reflects a cost of \$72,632 for 2026 assuming salary (with 1% increase) at midpoint, social security and fringe. This cost is offset by the transition of caseloads currently supported by provider contracts to Housing internal staff.
- C. There is no tax levy impact associated with this request as the position cost is offset by savings from the elimination of the provider contracts.
- D. The accompanying resolution authorizes the position action as of pay period 5, effective February 28, 2026, to ensure timely recruitment. However, this fiscal note assumes that the position is filled in pay period 7 in 2026 which is anticipated to be the most realistic timeframe for actually filling the position and incurring costs.

Department/Prepared By: Clare O'Brien, DHHS Budget & Policy Director

Authorized Signature

Shakita LaGrant-McClain

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.

Did DAS-Fiscal Staff Review?  Yes  No

Did CBDP Review?  Yes  No  Not Required