

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: March 21, 2025

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

From: Shakita LaGrant-McClain, Director, Department of Health and Human Services

Subject: A report from the Director, Department of Health and Human Services, requesting approval of the creation of 1.0 FTE Community Engagement Coordinator in pay grade 23M

File Type: Action Report

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**REQUEST**

The Department of Health and Human Services – Child Support Services is requesting 1.0 FTE Community Engagement Coordinator in pay grade 23M.

**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**

The 2024 Adopted Budget integrated the Milwaukee County Child Support Services (CSS) with the Department of Health and Human Services. The purpose of the integration is to enable greater access for DHHS customers to a broader array of services and encourage a child and family-centric approach to service delivery. To enhance community outreach and engagement efforts, DHHS is requesting the creation of 1.0 FTE Community Engagement Coordinator.

This position’s primary focus is to provide information and outreach to the community regarding child support services, programs and resources. This role involves building partnerships with community organizations to improve access to and understanding of child support services. This role will be planning and implementing community engagement strategies, developing educational materials and coordinating outreach events. Following DHHS’s “No Wrong Door” philosophy, this position requires comprehensive knowledge of all DHHS service areas to

provide holistic support to staff and CSS participants, ensuring integrated service delivery across departments.

**Position Information**

<u>FTE</u>	<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
1.0	Create	Community Engagement Coordinator	23M	\$56,139 – \$64,459

**ALIGNMENT TO STRATEGIC PLAN**

The request to create this new position in 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 create is fully offset by State and federal revenue. A fiscal note is attached.

**VIRTUAL MEETING INVITES**

[Shakita.LaGrant@milwaukeecountywi.gov](mailto:Shakita.LaGrant@milwaukeecountywi.gov)

[Artis.Landon@milwaukeecountywi.gov](mailto:Artis.Landon@milwaukeecountywi.gov)

**PREPARED BY:**

Cheryl Berry, Executive Assistant, DHHS - Child Support Services

**APPROVED BY:**

*Shakita LaGrant-McClain*

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

**ATTACHMENTS:**

None

cc: County Executive David Crowley  
Sup. Patti Logsdon, Chair, Personnel Committee  
Mary Jo Meyers, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Steve Cady, Research Director, Comptroller's Office  
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk