

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: August 16, 2024

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: A report from the Director, Department of Health and Human Services (DHHS), requesting the abolishment of 1.0 FTE Community Intervention Specialist Lead and creation of 3.0 FTE Community Intervention Specialist in Housing Services

FISCAL EFFECT:

- | | |
|---|--|
| <input 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 checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input checked="" 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 checked="" 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 - 2024	Subsequent Year
Operating Budget	Expenditure	\$23,198	\$205,073
	Revenue	(\$89,605)	(\$205,278)
	Net Cost	(\$66,407)	(\$205)
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.¹ 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.
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- A. Approval of this resolution would authorize the creation of 3.0 FTE Community Intervention Specialist (CIS) in paygrade 24 and abolishment of 1.0 FTE Community Intervention Specialist Lead in paygrade 27.
 - B. For 2024, the fiscal note assumes the positions are hired and filled by pay period 24 (November 11, 2024) to reflect a cost of \$7,733 for each or a total of \$23,198 for all three (including salary and social security) which is offset by expenditure savings and additional revenue totaling \$89,605 in 2024. These offsets include the abolishment of one CIS Lead position, the transition of a case management provider contract to internal staff, additional CDBG-ARP revenue through 2030, and a permanent increase in Housing Choice Voucher administration revenue. The 2025 total annual cost for each CIS position at midpoint is \$68,358 or \$205,073 for all three (including salary and social security) which is offset by \$205,278.
 - C. The accompanying resolution authorizes the position actions as of pay period 21, effective September 30, 2024, to ensure timely recruitment. However, this fiscal note calculates the total cost as of pay period 24 (November 11, 2024) which is anticipated to be the most realistic timeframe for actually filling the position and incurring costs.
 - D. There are no assumptions made.

¹ 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.

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

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

Authorized Signature Shakita LaGrant-McClain

Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review? Yes No Not Required