

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: November 8, 2023

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 the creation of 2.0 FTE Housing Supervisor positions and 1.0 FTE Project Manager position in Housing Services

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services, requesting approval to create 2.0 FTE Housing Supervisor positions at paygrade 30M and 1.0 FTE Project Manager position at paygrade 32M.

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 positions will be located within the Housing Services area within DHHS. These positions were not included in the department's 2024 Budget because a final decision on the type and number of positions to address the division's staffing needs was not completed in time to meet the budget deadline.

Positions requested:

Title	Pay Range	Annual Salary Range
Housing Supervisor	\$32.84 - \$39.21	\$68,307 - \$81,556
Housing Supervisor	\$32.84 - \$39.21	\$68,307 - \$81,556
Project Manager – Home Repair	\$35.95 - \$42.80	\$74,776 - \$89,024

Housing Supervisor – Quality Assurance Purpose and Function

This position is being requested because of recent expansion in the Housing Services area and the need to create additional efficiencies in similar programs within Housing Services. Increases in homeless outreach and housing navigation staff have allowed Housing Services to increase its reach into the community.

Tasks include-

1. Supervise Housing Navigation staff.
2. Manage the intake process for Continuum of Care rental assistance programs.
3. Supervise rental assistance Quality Assurance staff.

Housing Supervisor – Housing Choice Voucher Purpose and Function

This position is being requested because of additional funds from HUD to increase voucher capacity and staffing. Housing Services is also working to create more of a bridge between the Housing Choice voucher program and Continuum of Care Rental Assistance.

Tasks include-

1. Manage the Housing Choice Voucher homeownership program
2. Supervision of staff
3. Management of Project Based Voucher portfolio

Because the Housing Supervisor positions are intended to serve as a career ladder for existing experienced Housing Services staff, the new positions would be funded by the abolishment of two vacant positions within Housing Services after these new positions are hired.

Project Manager – Home Repair

Project Manager – Home Repair Purpose and Function -

This position is being requested because of recent expansion in the Housing Services Home Repair program. The program continues to see increased demand from other County's that Housing Services partners with, as well as internal Milwaukee County referrals. The position would also assist with the newly created Home Repair program in the 2024 Adopted Budget to serve City of Milwaukee Residents through the Milwaukee County Senior Centers.

Tasks include-

1. Supervision of Inspection staff

2. Bid selection and approval
3. Quality assurance

ALIGNMENT TO STRATEGIC PLAN

The request to create new positions 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 net annual increased cost for the Housing Supervisor positions is estimated to be approximately \$4,000 for each position or \$8,000 for both positions which reflects salary and social security assuming the midpoint of pay range 30M. The net annual increased cost for the Project Manager position is \$88,177, which reflects salary and social security in pay range 32M. These additional costs will be offset with additional administrative revenue received from HUD as well as increased revenue in the Housing Services Home Repair Program.

TERMS

The requested position creates would be effective as of pay period 1 2024, beginning December 25, 2023.

VIRTUAL MEETING INVITES

Shakita.LaGrant@milwaukeecountywi.gov

James.Mathy@milwaukeecountywi.gov

Eric.collins-dyke@milwaukeecountywi.gov

PREPARED BY:

James Mathy Administrator

APPROVED BY:

Shakita LaGrant-McClain

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

ATTACHMENTS:

None

cc: County Executive David Crowley
Sup. Willie Johnson, Jr., 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 and Policy Director – Comptroller's Office
Allyson Smith, Committee Coordinator, Office of the County Clerk
Lottie Maxwell-Mitchell, Sr. Budget and Management Analyst – DAS