

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: May 21, 2026

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

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

Subject: A report from the Executive Director, Department of Health and Human Services (DHHS), requesting the creation of 1.0 FTE Administrative Coordinator position in Children, Youth and Family Services (CYFS)

File Type: Action

REQUEST

A report from the Executive Director, Department of Health and Human Services (DHHS), requesting approval to create 1.0 FTE Administrative Coordinator position in Children, Youth and Family Services (CYFS) in paygrade NR23.

POLICY

The maximum number of positions and/or the maximum number of employee hours in each 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 CYFS Children’s Long-Term Support (CLTS) Waiver Program is one of Wisconsin’s Home and Community Based Services (HCBS) Medicaid Waiver programs, federally authorized under §1915(c) of the Social Security Act. HCBS waiver programs provide Medicaid funding that may be used to fund allowable support and services that promote the waiver participant’s access and inclusion in their home and community. Eligible participants include children and young adults between the ages of 0 to 22 with developmental disabilities, mental health, and/or physical disabilities, who are also functionally and financially eligible for Medicaid.

Youth must also live in an eligible living setting, such as the home of their parent/legal guardian/extended family member, a licensed children’s foster home or an adult family home. Funding can be used to support a range of different services based on an assessment of the needs

and the desired outcomes of the child and his or her family. Primary values of this program support individual choice; enhancing relationships; building accessible, flexible service systems; achieving optimum physical and mental health for the participant; and promoting presence, participation, optimal social functioning, and inclusion in the community. Support and Service Coordination is a required service for all CLTS Waiver participants. Milwaukee County’s CLTS program is projected to reach 5,000 participants by the end of 2026, maintaining the largest enrollment in the state. In response to this continued growth on a yearly basis, Milwaukee County and its six contracted agencies have expanded the number of Support and Service Coordinators both internally and across partner organizations.

As enrollment increases, so does the complexity of service coordination and benefits that the participant is receiving to continue their enrollment in CLTS. Milwaukee County and its six contracted agencies will need to ensure consistent, high-quality support for children and families. To meet this demand, Milwaukee County CLTS and its contracted agencies must prioritize ongoing training and professional development. This includes onboarding for new staff, advanced skill-building for experienced coordinators, and consistent alignment on policies, practices, and family-centered approaches. Investing in continuous staff development will be critical to maintaining service quality, supporting workforce retention, and ensuring equitable, effective outcomes for all families served. For this reason, DHHS is requesting the creation of 1.0 FTE Administrative Coordinator position to support staff training and development and assist with other tasks and responsibilities within CYFS.

Position requested:

FTE	Title	Pay Grade	Pay Range	Annual Salary Range
1.0	Administrative Coordinator	NR23	\$28.50-\$42.73	\$59,280-\$88,878

ALIGNMENT TO STRATEGIC PLAN

The request to create the new positions aligns with the county’s strategic plan to ensure that we can continue to support the 4,400 families we are serving in Milwaukee County and future enrollment growth. CLTS has increased its enrollment by over 40% in the last five years.

FISCAL EFFECT

A fiscal note form is attached.

TERMS

N/A

VIRTUAL MEETING INVITES

Shakita LaGrant-McClain, DHHS Executive Director
Kelly Pethke, CYFS Administrator

PREPARED BY:

Kelly Pethke, CYFS Administrator

APPROVED BY:

Shakita LaGrant-McClain
Shakita LaGrant-McClain, DHHS Executive Director

ATTACHMENTS:

None

cc: County Executive David Crowley
Hon. Carl Ashley, Chief Judge
Sup. Deanna Alexander, Chair, Personnel Committee
Mary Jo Meyers, Chief of Staff, County Executive's Office