

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: April 19, 2024

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 27.0 FTE to expand the Aging and Disability Resource Center (ADRC)

File Type: Action Report

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**REQUEST**

A report from the Director, Department of Health and Human Services, requesting approval to create 10.0 FTE ADRC Professional in pay grade 16Z4, 2.0 FTE ADRC Senior Manager in pay grade 34M, 2.0 FTE ADRC Supervisor in pay grade 31M, 1.0 ADRC Supervisory Options Counseling in pay grade 31M, 1.0 FTE Advanced Benefit Specialist in paygrade 27, 1.0 FTE Administrative Assistant in paygrade 17, 1.0 FTE Mental Health Professional in paygrade 27, 6.0 ADRC Advanced Professional in pay grade 27, 2.0 FTE ADRC Advanced Professional Bilingual (Outreach) in paygrade 27, and 1.0 FTE Human Services Worker-APS in paygrade 16Z4.

**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 State of Wisconsin's 2023-2025 Biennial Budget includes expansion funding for Aging and Disability Resource Centers (ADRCs) in the State of Wisconsin. Milwaukee County was awarded \$1,599,065 in new State funding for CY2024 and anticipates an additional \$1.3 million in federal match for those funds based on current time reporting trend analysis.

These funds are requested to support expansion of 27.0 FTE resource center and Aging and Disabilities Services (ADS) staff including new teams focused on youth-to-adult transition, options counseling, veteran’s benefits specialists, and outreach. This funding increase is permanent. The new positions and funding will be included in the Department’s 2025 budget request.

**Positions requested:**

<b>FTE</b>	<b>Title</b>	<b>Pay Range</b>	<b>Annual Salary Range</b>
2.0	ADRC Senior Manager	\$40.00-\$47.64	\$83,200.00 - \$99,091.20
2.0	ADRC Supervisor	\$34.99-\$41.66	\$72,779.20 - \$86,652.80
6.0	ADRC Adv Professional	\$30.81-\$36.76	\$64,084.80 - \$76,460.80
10.0	ADRC Professional	\$22.57-\$30.99	\$46,945.60 - \$64,459.20
1.0	Mental Health Professional	\$30.81-\$36.76	\$64,084.80 - \$76,460.80
1.0	ADRC Supervisor Options Counseling	\$34.99-\$41.66	\$72,779.20 - \$86,652.80
1.0	Administrative Assistant	\$19.49-\$29.24	\$40,539.20 - \$60,819.20
1.0	Advanced Benefit Specialist	\$30.81-\$36.76	\$64,084.80 - \$76,460.80
2.0	ADRC Adv Professional Bilingual	\$30.81-\$36.76	\$64,084.80 - \$76,460.80
1.0	Human Service Worker-APS	\$22.57-\$30.99	\$46,945.60 - \$64,459.20

**ALIGNMENT TO STRATEGIC PLAN**

The request to create these new positions 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**

Funding is provided through State of Wisconsin resource center expansion funding and related federal match. A fiscal note is attached.

**TERMS**

The requested positions create would be effective upon approval by the Milwaukee County Board of Supervisors.

**VIRTUAL MEETING INVITES**

[Tina.anderson@milwaukeecountywi.gov](mailto:Tina.anderson@milwaukeecountywi.gov)  
[Marietta.luster@milwaukeecountywi.gov](mailto:Marietta.luster@milwaukeecountywi.gov)  
[Shakita.LaGrant@milwaukeecountywi.gov](mailto:Shakita.LaGrant@milwaukeecountywi.gov)

**PREPARED BY:**

Marietta Luster, Administrator, DHHS Aging and Disabilities Services (ADS)

**APPROVED BY:**

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

**ATTACHMENTS:**

None

cc: County Executive David Crowley  
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 Director, County Clerk's Office  
Lottie Maxwell-Mitchell, Senior Budget & Management Analyst, DAS