

A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE Quality Assurance Specialist and 1.0 FTE Clerical Specialist, by recommending adoption of the following:

A RESOLUTION

WHEREAS, per Section 17 of the Milwaukee County Code of General Ordinances, changes to the number of authorized positions outside of the budget process require approval by the Milwaukee County Board of Supervisors; and

WHEREAS, the Children's Long-Term Support (CLTS) Program serves children, from ages birth to under 22 years, who are Medicaid eligible and in need of care that is typically provided in an institutional setting, and these services allow children to remain in their homes and/or communities; and

WHEREAS, for the past few years, the Department of Health and Human Services has been working in collaboration with the State of Wisconsin (the State) to increase the number of children participating in the CLTS Program; and

WHEREAS, as a result of this effort, CLTS has seen a steep growth in its program enrollment as reflected by a 44 percent increase in 2021 compared to 2020; and

WHEREAS, total current CLTS Program enrollment is about 2,250 kids across Milwaukee County (the County), and the State estimates that approximately 12,000 to 14,000 children in the County are potentially eligible for the CLTS Program; and

WHEREAS, there are significant administrative duties, clerical support, purchase ordering, and other duties associated with this program in order to support internal and external staff; and

WHEREAS, the CLTS Program also requires significant development and management of high quality, equitable services and programs across CLTS, and due to the program growth over the years, dedicated support is needed for quality assurance, control, and improvement efforts; and

WHEREAS, the Department of Human Resources has reviewed the request for these new positions to determine the appropriate classification of (Quality Assurance Specialist and pay grade (16Z5), and Clerical Specialist and pay grade (05P), and has submitted a report included in this file; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request, with respect to need, appropriateness, and funding availability, as required per Section 59.60(10), State Statutes, and has submitted a report included in this file; and

WHEREAS, the Committee on Personnel, at its meeting of July 13, 2023, recommended adoption of File No. 23-693 (vote 5-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves the classification and pay recommendation for the positions as outlined in the report hereto attached to this file and summarized below:

Recommended Title	Quality Assurance Specialist
Agency (Department)	800
Org. (Low Org)	8987
Number of Positions	1
Pay Grade	16Z5
Annual Range	\$49,835 - \$63,423

Recommended Title	Clerical Specialist
Agency (Department)	800
Org. (Low Org)	8987
Number of Positions	1
Pay Grade	05P
Annual Range	\$37,909 - \$48,600

; and

BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position action for the Department of Health and Human Services effective Pay Period 16, beginning July 31, 2023:

Action	Title	Number of Positions	Pay Grade
Create	Quality Assurance Specialist	1	16Z5
Create	Clerical Specialist	1	05P

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