

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: September 29, 2016

TO: Theodore Lipscomb, Sr., Chairman, and Milwaukee County Board of Supervisors
Kerry Mitchell, Director, Department of Human Resources

FROM: Héctor Colón, Director, and Department of Health & Human Services
Prepared by: Jim Mathy, Administrator, Housing Division

SUBJECT: From the Director, Department of Health and Human Services, requesting authorization to create four additional positions in the Housing Division

Issue

The Director, Department of Health and Human Services (DHHS), is requesting authorization to create 2.0 Full-Time Equivalent (FTE) positions of Community Intervention Specialists, 1.0 FTE position of Substance Abuse and Mental Health Services Administration (SAMHSA) Program Manager and 1.0 FTE position of Administrative Assistant in the Housing Division. The positions would support the Housing Division's new SAMHSA grant as well as general administrative support.

Background

The Housing Division has been awarded a \$2.4 million SAMHSA grant over the next three years. The grant begins on October 1, 2016. The grant fully funds the two Community Intervention Specialists and .25 FTE of the Program Manager position. The Community Intervention Specialist positions are responsible for conducting homeless outreach and case management for chronically homeless individuals and homeless families. The Program Manager position will focus on grant management and reporting to ensure the Division remains compliant. The position will also supervise both of the Community Intervention Specialists.

The Administrative Assistant position will help with general data entry for all homeless programs in the Housing Division as well as provide administrative support for the Housing Division management team. This position will be funded by a reduction in financial support to the City of Milwaukee towards the administration of the Continuum of Care in 2017.

Recommendation

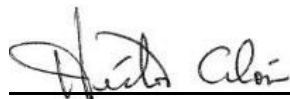
DHHS recommends the County Board authorize the Director, Department of Health and Human Services, or his designee, to create the following positions:

Position Description	Pay Range	FTE	2016 Fiscal Impact	Revenue Offset	Net 2016 Impact	Annual Impact (incl. benefits)	Revenue Offset	Net Annual Impact
Create								
Community Intervention Specialist	24	2	\$8,280 (salary & SS) \$3,297 (health & pension)	100%	\$ -	\$ 150,507	100%	\$ -
SAMHSA Program Manager	33m	1	\$5,741 (salary & SS) \$1,830 (health & pension)	25%	\$ 5,678	\$ 98,432	25%	\$ 73,824
Administrative Assistant	06P	1	\$3,010 (salary & SS) \$1,521 (health & pension)	0%	\$ 4,531	\$ 58,897	0%	\$ 58,897
Total		4	\$ 23,680		\$ 10,209	\$ 307,835		\$ 132,721

Fiscal Impact

There is no tax levy impact associated with approval of this request in 2016. The SAMHSA grant fully funds the two Community Intervention Specialists and .25 FTE of the Program Manager position. The remaining \$10,209 cost in 2016 for the Administrative Assistant and .75 FTE of the Program Manager will be absorbed within the department's existing 2016 Budget. The fiscal impact assumes placement at the first step as of December 5, 2016.

Respectfully Submitted:



Héctor Colón, Director
Department of Health & Human Services

cc: County Executive Chris Abele
Raisa Koltun, County Executive's Office
Kelly Bablitch, County Board
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