

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

**DATE:** January 29, 2021

**TO:** Supervisor Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

**FROM:** Shakita LaGrant-McClain, Director, Department of Health & Human Services  
*Prepared by: James Mathy, Administrator, Housing Division*

**SUBJECT** Request to create one FTE Housing Inspector position in the Home Repair Program within the Housing Division

**Issue**

The Director, Department of Health and Human Services (DHHS), is requesting authorization to create one permanent full-time equivalent (FTE) position of Housing Inspector at pay grade 24M-NR in the Housing Division.

**Background**

The Home Repair Inspector performs comprehensive inspections of private properties identified for rehabilitation; inventories repair work needed; creates and approves scopes of work; estimates rehabilitation costs; ensures that all rehabilitation and new construction work performed by contractors conforms to scopes of work as well as building codes, construction specifications, and Federal Housing and Urban Development (HUD) and State regulations.

The Housing Division is requesting an additional Housing Inspector position for its Home Repair Program to respond to the anticipated increase in general home repair demand after the roll out of the COVID-19 vaccine and enhanced marketing of the division's home repair loans. The new position would focus on general home repair while the current inspectors could be devoted to responding to referrals from the Disabilities Services Division (DSD) for families in need of home modifications for their children. Over the past year, this area has experienced a 50 percent increase in service requests.

**Fiscal Impact**

The Housing Inspector position is being funded by revenue from HUD. The Housing Division was awarded a total of \$1,958,587 in Community Development Block Grant-CV (CDBG) funding in 2020 as described in County Board Files 20-353 and 20-862. About \$400,000 of this amount is allocated to administrative costs which is being used to support this position. The Housing Division has five years to expend these funds.

The total 2021 salary and social security cost of the position, effective pay period 8 (April 5), ranges between \$40,733 and \$47,443 depending upon placement in the pay range as shown below.

	Rate	Annual Salary & Social Security Cost	2021 Salary & Social Security Cost (Effective April 5)
Low Range	\$24.89	\$55,740	\$40,733
High Range	\$28.99	\$64,922	\$47,443

**Recommendation**

The Department of Health and Human Services recommends the creation of 1.0 FTE Housing Inspector in the Housing Division. This position is being funded by additional HUD-CDBG revenue so there is no tax levy impact to this request.

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

- cc: County Executive David Crowley
- Sup. Eddie Cullen, Chair, Personnel Committee
- Mary Jo Meyers, Chief of Staff, County Executive’s Office
- Kelly Bablitch, Chief of Staff, County Board
- Margo Franklin, Director, Human Resources
- Joe Lamers, Director, Office of Performance, Strategy & Budget
- Steve Cady, Research Director, Comptroller’s Office
- Pamela Matthews, Budget Analyst - DAS
- Lottie Maxwell-Mitchell, Research & Policy Analyst – Comptroller’s Office