

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: April 22, 2026

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

From: Shakita LaGrant-McClain, Executive Director, DHHS

Subject: A report from the Executive Director, Department of Health and Human Services (DHHS), requesting the creation of 1.0 FTE Lead Community Intervention Specialist in Housing Services

File Type: Action Report

REQUEST

A report from the Executive Director, Department of Health and Human Services, requesting approval to create 1.0 FTE Lead Community Intervention Specialist (CIS) in pay grade 23.

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

DHHS-Housing Services operates the MyHome Permanent Supportive Housing Program, which is one of the largest housing programs in the Milwaukee County Continuum of Care providing permanent supportive housing to individuals experiencing homelessness. This program is instrumental in providing individuals experiencing homelessness with housing, mental health services, and other essential needs.

Over the past decade, the team has experienced structural changes and a population with increased needs. The program is absorbing a previously issued community-based supportive services contract that was not renewed. Establishing a Lead Community Intervention Specialist (CIS) position would enable the current supervisor to dedicate more time to program management and planning. This new role would also provide the MyHome staff with a potential promotional opportunity while maintaining the important supports the program provides.

Therefore, Housing Services is requesting to create a new Lead CIS position to support this expanded focus and leadership.

Position Action Requested:

Action	Title	Pay Range	Annual Salary
Create	Lead Community Intervention Specialist	\$28.50 - \$42.73	\$59,280-\$88,878

ALIGNMENT TO STRATEGIC PLAN

The request to create a new position 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

The total annual cost for this position is \$100,687 (including salary, social security and fringe rate as determined by the Comptroller for 2026) and will be offset by the absorption of a supportive services contract previously issued to a partner agency. A fiscal note is attached.

TERMS

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

VIRTUAL MEETING INVITES

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PREPARED BY:

Eric Collins-Dyke, Deputy Administrator, Housing Services

APPROVED BY:

Shakita LaGrant-McClain

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

ATTACHMENTS:

None

cc: County Executive David Crowley
Sup. Patti Logsdon, 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, Director of Research and Policy, Comptroller's Office
Janelle M. Jensen, Director of Legislative Services, Office of the County Clerk