

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: December 30, 2021

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

From: Shakita LaGrant-McClain, Director, Department of Health and Human Services

Subject: From the Director, Department of Health and Human Services, requesting an extension of the Temporary Assignment to a Higher Classification (TAHC) for the position of Contract Services Coordinator in DHHS Contract Administration

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services, requesting approval to extend the Temporary Assignment to a Higher Classification (TAHC) for the position of Contract Services Coordinator in Contract Administration.

POLICY

The Director of the Department of Health and Human Services (DHHS) is requesting approval of an extension of the Temporary Assignment to a Higher Classification (TAHC) until May 12, 2022 for the Contract Services Coordinator in Contract Administration.

TAHCs are authorized pursuant to Milwaukee County Code of General Ordinances 17.085, and TAHCs that extend beyond 180 days require approval by the Milwaukee County Board.

Milwaukee County Ordinances:		17.085
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BACKGROUND

The previous Contract Services Coordinator accepted a new position with Housing Division effective June 28, 2021. To avoid any break in services, Mr. David Xiong has been serving as Contract Services Coordinator (CSC) in Contract Administration under a TAHC since June 28, 2021. His current TAHC expires on January 12, 2022.

DHHS acted promptly to temporarily fill the position of Contract Services Coordinator to ensure the continuity of support and services for Contract Administration. CSC performs the following job duties for DHHS Contract Administration:

1. Oversees the coordination, execution and tracking of POS, FFS and professional contracts. Develop or recommend revisions in standard language for contracts and FFS agreements for multiple divisions.
2. Develop, coordinate, and monitor the execution of contract amendments across multiple divisions throughout the year.
3. Facilitate risk management functions to include insurance requirements. Monitor Targeted Business Enterprise (TBE) participation goals, living wage, and compliance with other county ordinances.
4. Compile, analyze, and summarize contractor reported data. Review and evaluate reports of program accomplishment or other program outcome measurement data. Develop, manage, and maintain department-wide contract, audit and compliance databases as well as agencies' proposal master files.
5. Monitor contractors' budgets and fiscal reports. Conduct agency site audits and desk reviews. Assist with program and division internal operational process evaluations, program audits, and special ad hoc investigations.
6. Monitor for compliance with state, federal, and county ordinances and resolutions along with other administrative regulations.
7. Provide technical assistance, respond to question & inquiries from contract agencies; Provide training - info sessions to other DHHS staff and provider agencies.
8. Develop and review the application and RFP/RFI materials; review and make recommendation regarding the proposal evaluation criteria; coordinate and chair the proposal Review Panel process; review and make recommendations on program planning documents.
9. Perform other duties as required.

DHHS is currently working on recruiting for the position and expects to fill it permanently by May 12, 2022.

ALIGNMENT TO STRATEGIC PLAN

The TAHC extension 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. To that end, consistent staffing is critical to ensuring contracts with DHHS providers are executed and reviewed on a timely basis. This safeguards continuity of programs and services delivered by DHHS providers.

FISCAL EFFECT

This position is funded in the 2022 Adopted Budget. Therefore, temporarily assigning an employee to the position via TAHC status or permanently filling the position has no fiscal effect. A fiscal note form is attached.

TERMS

The requested TAHC extension would be effective starting January 12 to May 12, 2022.

VIRTUAL MEETING INVITES

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PREPARED BY:

Rachna Kalia, Contract Manager, Department of Health & Human Services – Contract Administration

APPROVED BY:

Shakita LaGrant-McClain

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

ATTACHMENTS:

None

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, Milwaukee County Board of Supervisors
Steve Cady, Research and Policy Director – Comptroller's Office
Shanin Brown, Committee Coordinator, Office of the County Clerk
Pam Matthews, Budget Analyst – DAS
Lottie Maxwell-Mitchell, Research & Policy Analyst, Comptroller's Office