

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: March 25, 2022

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 the creation of 1.0 FTE Community Intervention Specialist in Children, Youth and Family Services

File Type: Action Report

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**REQUEST**

A report from the Director, Department of Health and Human Services, requesting approval to create 1.0 FTE Community Intervention Specialist (CIS) in paygrade 24.

**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**

The Community Intervention Specialist (CIS) position will be located within the Children, Youth and Family Services area but will be shared with the Housing Services area within DHHS. This position is funded through the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance Byrne Criminal Justice Innovation Program grant (O-BJA-2021-94001) through September 30, 2024. This BJA grant is a collaboration between the Medical College of Wisconsin, Milwaukee County DHHS, Milwaukee Police Department, City of Milwaukee Health Department and the Milwaukee Community Justice Council.

The CIS will be the primary contract for both service areas to work collaboratively with partners in the local violence reduction efforts, provide housing and youth justice system involvement navigation and connection to services and collaborate with community members, partners and stakeholders across Milwaukee County. This position will be responsible for supporting and

leading community engagement and outreach activity efforts across DHHS, as well as supporting youth and families in navigating the complex youth justice and housing service areas.

This position was not included in the 2022 Adopted Budget as the grant award had not been announced at that time.

**Position requested:**

<b>Title</b>	<b>Pay Range</b>	<b>Annual Salary Range</b>
Community Intervention Specialist	\$25.52 - \$29.73	\$53,082 - \$61,838

**ALIGNMENT TO STRATEGIC PLAN**

The request to create a new position in the 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 ranges between \$58,284 to \$67,890 (including salary and social security) and will be offset via the BJA grant of \$204,000 through September 30, 2024.

**TERMS**

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

**VIRTUAL MEETING INVITES**

- [Shakita.LaGrant@milwaukeecountywi.gov](mailto:Shakita.LaGrant@milwaukeecountywi.gov)
- [Kelly.Pethke@milwaukeecountywi.gov](mailto:Kelly.Pethke@milwaukeecountywi.gov)
- [Eric.collins-dyke@milwaukeecountywi.gov](mailto:Eric.collins-dyke@milwaukeecountywi.gov)

**PREPARED BY:**

Kelly Pethke, Interim Administrator

**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