

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 Senior Accountant

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services (DHHS), requesting approval to create 1.0 FTE Senior Accountant at paygrade 28M.

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

Over the last few years, DHHS has received about \$120 million in state and federal funding in response to the COVID-19 pandemic. In partnership with numerous providers, DHHS is utilizing this funding to deliver critical services in the community. These services include eviction prevention, Right to Counsel Program, expansion of senior meals, vaccine outreach, enhanced Adult Protective Services, and mental health initiatives designed to address the root causes of violence, substance abuse and other mental health issues as well as neighborhood redevelopment around the Marcia P. Coggs Human Services Center.

The Emergency Rental Assistance (ERA) Program and American Rescue Plan Act (ARPA) fund the majority of the programs and services identified above. There is significant financial reporting, auditing and monitoring associated with these funding streams. This responsibility will continue through the duration and closeout of these grants which end in 2025 and 2026, respectively.

For the past year, DHHS has been relying on internal fiscal staff and the assistance of the Comptroller's Office and the Department of Administrative Services-Grants and Special Projects to meet its reporting and accounting responsibilities. The additional grant awards, particularly for ERA and ARPA, necessitate a dedicated staff person. For this reason, DHHS is requesting the creation of 1 FTE Senior Accountant to support all of these activities. This position is essential to fully claiming out expenses and ensuring adherence to reporting requirements. This position was not included in the 2022 Adopted Budget because at the time the budget was being considered, DHHS did not anticipate the award of additional grants.

Once the grants sunset, DHHS will need to determine if its existing budget can continue to support the position.

Position requested:

Title	Pay Range	Annual Salary Range
Senior Accountant	\$29.73-\$34.54	\$61,845 - \$71,837

ALIGNMENT TO STRATEGIC PLAN

The request to create a new Senior Accountant position aligns with the county's strategic plan to ensure that we can continue determining what, where, and how we deliver services to advance health equity. To that end, consistent staffing is needed to support the administrative functions associated with the state and federal grant awards that fund critical services.

FISCAL EFFECT

The total annual cost for this position ranges between \$66,576 and \$77,333 (including salary and social security) and is 100 percent offset by administrative revenue attached to the ARPA and ERA programs.

TERMS

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

VIRTUAL MEETING INVITES

Shakita.LaGrant@milwaukeecountywi.gov
Clare.OBrien@milwaukeecountywi.gov

PREPARED BY:

Clare O'Brien, DHHS Budget & Policy Director

APPROVED BY:

Shakita LaGrant-McClain

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

ATTACHMENTS:

None

cc: County Executive David Crowley
Chairperson, Personnel Committee
Chairperson, Finance 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 – Office of the Comptroller
Shanin Brown, Committee Coordinator, Office of the County Clerk
Pam Matthews, Budget Analyst – DAS
Lottie Maxwell-Mitchell, Research & Policy Analyst, Office of the Comptroller