

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: May 10, 2022

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to create 1.0 FTE Financial Analyst at paygrade 26M, 1.0 FTE Human Services Worker at paygrade 16Z4, and 1.0 FTE Disabilities Services Coordinator at paygrade 26M in the Department of Health and Human Services.

FISCAL EFFECT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget
<input type="checkbox"/> Decrease Operating Expenditures
<input checked="" type="checkbox"/> Increase Operating Revenues
<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures
<input type="checkbox"/> Decrease Capital Expenditures
<input type="checkbox"/> Increase Capital Revenues
<input type="checkbox"/> Decrease Capital Revenues
<input type="checkbox"/> Use of contingent funds |
|---|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$57,785	\$187,803
	Revenue	\$57,785	\$187,803
	Net Cost	\$0	\$0
Capital Improvement Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
 - A. Department of Health and Human Services (DHHS) is requesting to create 1.0 FTE Financial Analyst, 1.0 FTE Human Services Worker, and 1.0 FTE Disabilities Services Coordinator to address the steep demand in the Children's Long-Term Support (CLTS) waiver program that increased by 44% in 2021 over 2020 and is expected to continue into the future.
 - B. The 1.0 FTE Financial Analyst and the 1.0 FTE Disabilities Services Coordinator would both be at pay grade 26M with a pay range of \$57,126 - \$65,613 for salary (\$61,496 - \$70,633 with salary and social security) and the Human Services Worker would be at pay grade 16Z4 with a pay range of \$44,177 - \$60,685 for salary (\$47,557 - \$65,327 with salary and social security). DHHS expects to fill these positions in pay period 19. The Financial Analyst will be responsible for managing administrative and fiscal support for the CLTS program. The Disabilities Services Coordinator is also needed to address the increased enrollments and will be responsible for oversight of the referral process, case processing and outcomes for services provided to children and youth in the program to ensure compliance with State and Federal requirements for the program. The Human Services Worker is needed to address increased program enrollments and will be responsible for service coordination, to include assessment of a child's disability and needs, development of a case plan and then facilitation of that case plan. The direct cost (salary and social security) impact in 2022 would be \$57,785, offset by increased state revenue.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

- C. There is no direct cost impact in 2022 to create 1.0 FTE Financial Analyst, 1.0 FTE Human Services Worker, and 1.0 FTE Disabilities Services Coordinator as all additional expenditures are offset by additional state CLTS program revenues.
- D. Assumptions include: Filling the 1.0 FTE Financial Analyst, 1.0 FTE Human Services Worker, and 1.0 FTE Disabilities Services Coordinator in pay period 19 at the middle of the pay range (Step 3, Step 6, and Step 3 respectively).

PREPARED BY:

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Did DAS-Fiscal Staff Review? Yes No
Did CBDP Review?² Yes No Not Required