

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: December 30, 2022

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

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

Subject: Report from the Director, Department of Health and Human Services, requesting American Rescue Plan Act (ARPA) funding from the Fund Administration Expenditure Category for administrative support

File Type: Action Report

REQUEST

DHHS requests \$896,500 for administrative support within the Fund Administration Expenditure Category for American Rescue Plan Act (ARPA) funding consideration.

POLICY

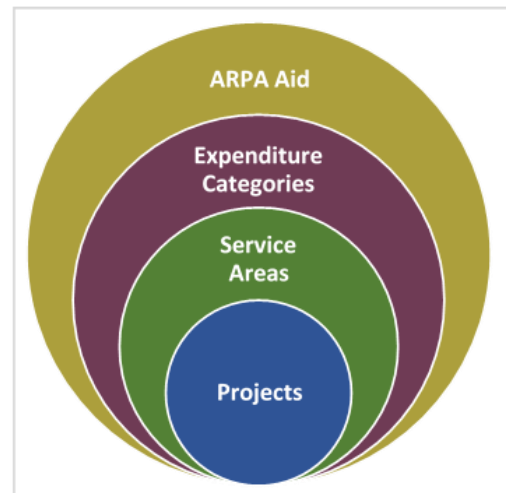
Milwaukee County Board file 21-555: “A resolution to create a Task Force to review and recommend funding allocations to the Milwaukee County Board of Supervisors for monies received by the County in the Federal American Rescue Plan Act of 2021”.

BACKGROUND

Milwaukee County will directly receive \$183 million between 2021-24 in federal ARPA aid. Of this amount, approximately \$7 million has been allotted for Fund Administration. This subsection was established to manage and coordinate use of ARPA funds to ensure strong programmatic and fiscal accountability, timely reporting, and alignment with supplementary funding.

The Fund Administration Subgroup recommended \$896,500 for the salary and fringe benefit costs for four positions from 2023 to 2026: Senior Accountant, Contract Services Coordinator, Enterprise Project Manager and Quality Assurance Coordinator to support administering ARPA funds. With the exception of the Enterprise Project Manager, the positions were created in the summer of 2022 (Files 22-493, 22-814, 22-816). Originally, the costs of these positions were included in DHHS ARPA project budgets. Subsequent to the establishment of these budgets, DHHS was asked to submit a request to the Milwaukee County

Diagram A: Illustration of Terms



ARPA Task Force for Fund Administration to support these positions so that a greater portion of the project budgets could be preserved for direct programs and services.

Currently, DHHS is responsible for administering about one-third of the overall approved ARPA projects and there are additional proposals pending that DHHS would manage. These positions will maintain reliable planning, monitoring, evaluation, accountability, and reporting of these projects across DHHS. The goals of these positions include (1) preparation and execution of purchase of service, professional service, and other contracts/contractual documents necessary for the implementation of each project, (2) payment of invoices, expense tracking and monitoring and timely reporting and (3) collection of relevant and appropriate impact data needed to monitor strengths, weaknesses and gaps in existing projects/programs and services.

It is important to note that the tasks being performed by these positions are not supported by other areas of Milwaukee County government such as the Office of Strategy, Budget and Performance or the Comptroller's Office.

Please see the full proposal in Attachment 1 (ARPA Proposal – DHHS ARPA Administrative Support) and Attachment 2 (Fund Administration Workgroup Report to Task Force). The Milwaukee County ARPA Task Force approved this proposal on a vote of 6 to 0 at its meeting on December 1, 2022.

ALIGNMENT TO STRATEGIC PLAN

This item aligns to 3B in Milwaukee County's Strategic Plan: Enhance the County's fiscal health and sustainability. Additional administrative support for ARPA funded projects ensures strong fiscal stewardship and oversight of these funds.

RECOMMENDATION

It is recommended that the Milwaukee County Board of Supervisors approve \$896,500 in American Rescue Plan Act (ARPA) funds to support the salary and fringe benefit costs of the following positions of Senior Accountant, Contract Services Coordinator, Enterprise Project Manager and Quality Assurance Coordinator related to ARPA managed projects within DHHS.

FISCAL EFFECT

A fiscal note form is attached.

TERMS

Costs are anticipated to be claimed starting January 1, 2023 through December 31, 2026.

PREPARED BY:

Clare O'Brien, Budget & Policy Director, DHHS

APPROVED BY:

Shakita LaGrant-McClain
Shakita LaGrant-McClain, DHHS Director

VIRTUAL MEETING INVITES

Shakita LaGrant McClain
Clare O'Brien

ATTACHMENTS:

Attachment 1: ARPA Proposal – DHHS ARPA Administrative Support
Attachment 2: Fund Administration Workgroup Report to Task Force

Cc: County Executive David Crowley
Sup. Liz Sumner, Chair, Finance Committee
Mary Jo Meyers, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County
Steve Cady, Research Director, Comptroller's Office
Lottie Maxwell-Mitchell, Sr Budget and Management Analyst, Office of Strategy, Budget & Performance