

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: February 17, 2023

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

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

Subject: A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE Program Manager in the Director's Office

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services, requesting approval to create 1.0 FTE Project Manager in paygrade 33M.

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 Project Manager position would be located within the Director's Office of DHHS. Currently, DHHS is responsible for administering about one-third of the overall approved American Rescue Plan Act (ARPA) projects and there are additional proposals pending which fall under the DHHS umbrella. Currently, DHHS is utilizing an existing budgeted position, the Enterprise Project Manager, to complete project manager tasks related to ARPA. The new Project Manager position would focus on ARPA project management while enabling the Enterprise Project Manager to fill other important gaps.

The Project Manager position was not included in the 2023 Budget because both the number of projects and the extent of the workload generated by those projects was not clear at the time the budget was being developed.

Project management support is needed to ensure effective coordination of the nearly 20 ARPA projects in DHHS. Working under the guidance of the Enterprise Project Manager, the Project Manager will support Project Leads assigned to various DHHS ARPA projects. With such a high number of ARPA projects in DHHS, the Project Leads require some technical assistance and support due to the additional workload associated with implementation of ARPA projects. In addition to their regular responsibilities, the Project Leads are absorbing ARPA project work.

The Project Manager will serve as a touchpoint in preventing bottlenecks, fostering information-sharing, complying with annual reporting and ensuring ARPA funds are spent. The role also will provide regular progress updates and ensure that necessary federal grant metrics are collected. A breakdown of job duties is as follows:

- 40% of the role will be Project Management: Manages complete life-cycle of grant-funded projects across all parts of the department through coordinating with Project Leads from the specific program areas. Ensures alignment with proposal and budgets; ensures quality and prevent communication gaps.
- 20% of the role will be Project Tracking & Related Communication: Track/record information pertinent to the progress of each grant-funded project, allowing for easy analysis by stakeholders including the DHHS Director's Office. Present updates to the Director's Office including PowerPoint presentations, identifying challenges or barriers.
- 20% of the role will be Project Documentation & Reporting: Ensure that projects are targeting appropriate performance measures for evaluation. Coordinate with evaluation team to ensure that projects have a realistic data collection plan for each measure. Receive data from projects; prepare and submit it for annual grant reporting.
- 10% of the role will be Budget Responsibility: Coordinates with the fiscal team to ensure projects are spending down at appropriate rates and are spending in alignment with the proposal's plans. Works with Project Leads from the specific program areas to coordinate around fiscal needs.
- 10% of the role will be Adhering to Project Management Best Practices: Practices strong project management routines and builds staff PM capacity. Collaborates with personnel across diverse service areas. Works effectively in a complex environment; fosters culture of collaboration. Fosters realization of strategic plan to help county residents

Funding for this position would be allocated from ARPA Fund Administration that was approved in the February 2023 cycle under File 23-234 for DHHS administrative positions supporting ARPA projects. Of the County's \$183.7 million of ARPA aid, \$7 million has been reserved for Fund Administration to manage and coordinate use of ARPA funds to ensure strong programmatic and fiscal accountability, timely reporting, and alignment with supplementary funding.

Position requested:

Title	Pay Range	Annual Salary Range
Project Manager	\$36.83-\$43.89	\$76,606.40-\$91,291.20

ALIGNMENT TO STRATEGIC PLAN

The request to create a new position in DHHS aligns with 3B in Milwaukee County's Strategic Plan: Enhance the County's fiscal health and sustainability. Administrative support for ARPA funded projects ensures strong fiscal stewardship and oversight of these funds.

FISCAL EFFECT

A fiscal note is attached.

TERMS

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

VIRTUAL MEETING INVITES

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Melissa.McGaughey@milwaukeecountywi.gov

PREPARED BY:

Melissa McGaughey, Enterprise Project Manager
Steve Gorodetskiy, Director of Strategic Initiatives

APPROVED BY:

Shakita LaGrant-McClain

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

ATTACHMENTS:

None

cc: County Executive David Crowley
Sup. Willie Johnson, Jr, 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