

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: April 14, 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 ADRC Supervisor, 4.0 FTE ADRC Advanced Professionals and 1.0 FTE Office Support Assistant II (Independent Living Support Pilot) in Aging and Disabilities Services

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services, requesting approval to create 1 FTE ADRC Supervisor in paygrade 31M, 4.0 FTE ADRC Advanced Professionals in paygrade 27 and 1.0 FTE Office Support Assistant II (Independent Living Support) in paygrade 02Z1.

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 State of Wisconsin Department of Health Services has launched an Independent Living Support Project (ILSP) Pilot Project to enable more customers in need to access critical services. The demand for the ILSP is supported by the high volume of calls, enrollments, and the number of callers not enrolled into a publicly funded long term care program. In 2022, Milwaukee County's Information and Assistance line answered over 50,000 calls and handled 8,000 requests for publicly funded long term care (PFLTC) options counseling. Of the 8,000 requests, 3,000 were enrolled by the ADRC options counselors. It is estimated that the additional 5,000 residents who called for support, may benefit from the ILSP.

The limited number of supports and interventions that can be provided for self-neglect cases due to funding limits will be greatly expanded by this pilot program. The program is structured so that eligibility is not predicated on an asset test but a simple assessment tool that allows more residents to access services and supports timely that bridge the gap between eligibility for PFLTC. By compiling our contact statistical data, number of enrollments, and incorporating our three-year aging plan, the ADRC has prepared well for this opportunity to assist a population of individuals who traditionally do not receive PFLTC.

The ADRC Supervisor, ADRC Advanced Professional and Office Support Assistant II positions are being requested for Aging and Disabilities Services (ADS) within DHHS. Specifically, the ADRC Advanced Professionals will meet with residents who need additional services/supports to stay in their homes. The ADRC Advanced Professionals will report to the ADRC Supervisor. A commitment to extending opportunities for outreach into disadvantaged areas with a mission and vision to reduce the health disparities and end racism in our county are ingredients for successful implementation of these positions.

The Office Support Assistant II will receive referrals from information and Assistance Specialists, maintain database of client information, contacts and benefits received. The Office Support Assistant II will coordinate with enrollment and eligibility staff to continually work with customers for possible future publicly funded benefits.

Position requested:

Title	Pay Range	Annual Salary Range
ADRC Supervisor	\$33.62-\$40.03	\$69,929.60-\$83,262.40
ADRC Advanced Professional	\$29.60-\$35.32	\$61,568.00-\$73,465.60
Office Support Assistant II	\$17.61-\$18.66	\$36,628.80-\$38,812.80

ALIGNMENT TO STRATEGIC PLAN

The request to create a new positions 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

Funding is provided through a two-year State of Wisconsin American Rescue Plan Act (ARPA) grant for \$1,468,800. A fiscal note is attached.

TERMS

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

VIRTUAL MEETING INVITES

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PREPARED BY:

Marietta Luster, Administrator, DHHS Aging and Disabilities Services (ADS)

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 Director, Comptroller's Office
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk
Lottie Maxwell-Mitchell, Senior Budget & Management Analyst, DAS