

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: December 28, 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 authorization to enter into a 2024 fiscal agent contract within Housing Services

File Type: Action Report

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**REQUEST**

Report from the Director, Department of Health and Human Services, requesting authorization to enter into a 2024 fiscal agent contract within Housing Services.

**POLICY**

Per Wisconsin Statutes, the Director of the Department of Health and Human Services is requesting authorization to execute this fiscal agent contract.

Wisconsin State Statutes:		59.52(31)
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**BACKGROUND**

The Department is requesting approval to purchase fiscal agent services with Community Advocates for the period of January 1 to December 31, 2024 in the amount of \$500,000. Community Advocates will provide fiscal agent services to support individuals and families who are experiencing literal homelessness or are at risk of becoming category 1 homeless by providing short-term rental assistance and related household services.

Community Advocates has been a partner on multiple fiscal agent contracts over the years and their internal process provides the ability to process check requests efficiently and promptly to ensure continuity of services for housing services clients.

**ALIGNMENT TO STRATEGIC PLAN**

This action item aligns with strategic plan objectives 2A (Determine what, where, and how we deliver services to advance health equity and 3A (Invest “upstream to address root

causes of health disparities).

### **RECOMMENDATION**

It is recommended that the Milwaukee County Board of Supervisors authorize the Director, Department of Health and Human Services, or her designee, to execute a fiscal agent contract for the services identified above at a total cost of \$500,000.

### **FISCAL EFFECT**

There is no fiscal effect as the cost for this contract is included as a onetime expense in the 2024 Adopted Budget. A fiscal note is attached.

### **TERMS**

The term of the contract in this report is from January 1, 2024 through December 31, 2024.

### **VIRTUAL MEETING INVITES**

Shakita LaGrant-McClain, DHHS Director  
James Mathy, Housing Administrator

### **PREPARED BY:**

James Mathy, Housing Administrator, Department of Health and Human Services

### **APPROVED BY:**

*Shakita LaGrant-McClain*

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

### **ATTACHMENTS:**

None

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, Senior Budget and Management Analyst, DAS