

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: April 19, 2024

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 Credentialing Specialist and abolishment of 1.0 FTE Office Support Assistant II within DHHS Contract Administration

File Type: Action Report

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**REQUEST**

A report from the Director, Department of Health and Human Services, requesting approval to create 1.0 FTE Credentialing Specialist in paygrade NR17 and abolish 1.0 FTE Office Support Assistant II 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 Credentialing Specialist position is being requested for the Contract Administration Compliance Team within DHHS. Specifically, the Credentialing Specialist will provide impaneling and on boarding of direct and indirect service providers (caregivers) including, but not limited to, receipt of provider agency add/drop requests, review and approval of three-part Wisconsin Department of Health Services Caregiver Background Checks (CBC) and impaneling within the Avatar NX Electronic Medical Records (EMR) system. The role also reviews and approves relevant transcripts, degrees, licenses, and other pertinent professional background and experience documents. Timely processing and approval of provider agency credentialing material ensures availability of critical provider resources and clinical staff.

Funding is available in the 2024 DHHS Budget through the abolishment of one Office Support Assistant II position within DHHS Contract Administration.

**Position Information:**

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary</u>
Abolish	Office Support Assistant II	02Z1	\$38,126-\$40,414
Create	Credentialing Specialist	NR17	\$40,539-\$60,819

**ALIGNMENT TO STRATEGIC PLAN**

The request to create a new position 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**

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**

[Dennis.Buesing@milwaukeecountywi.gov](mailto:Dennis.Buesing@milwaukeecountywi.gov)  
[David.Muhammad@milwaukeecountywi.gov](mailto:David.Muhammad@milwaukeecountywi.gov)  
[Shakita.LaGrant@milwaukeecountywi.gov](mailto:Shakita.LaGrant@milwaukeecountywi.gov)

**PREPARED BY:**

Dennis Buesing, Contract Administrator, DHHS

**APPROVED BY:**

*Shakita LaGrant-McClain*

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

**ATTACHMENTS:**

None

cc: County Executive David Crowley  
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 Director, County Clerk's Office  
Lottie Maxwell-Mitchell, Senior Budget & Management Analyst, DAS