

**Date:** November 21, 2011  
**To:** Chairman Lee Holloway, Milwaukee County Board of Supervisors  
**From:** Stephanie Sue Stein, Director, Department on Aging  
**Subject:** Request to Double Fill Program and Policy Coordinator Position

Pursuant to Section 17.14(1) of the County General ordinances, I am requesting permission to double fill the position of Program and Policy Coordinator, Title Code 65860, PR 30M, in org. unit 7931 for a maximum of six months.

Bradley Peele, the current Program and Policy Coordinator, has been referred to the Office for Persons with Disabilities Return to Work Program. The incumbent is currently on an unpaid leave and will be unable to return to his current position. We are asking permission to double fill this position to continue the crucial functions of this position during this period of transition.

This position serves as support staff to the Department and the Commission on Aging for special projects and legislative initiatives. The position serves as staff to the Advocacy Committee of the Commission on Aging to research legislative and public policy topics. The Committee advocates on local, state, and federal issues concerning older adults. This position is responsible to prepare reports, briefs, and position papers on a variety of issues. In addition the position serves as a liaison to other advocacy organizations. The work of this position is critical to the operation of the Department. The inability to double fill this position places an overwhelming burden on the Department, its Area Agency Services Division, and the Commission.

We estimate the cost to double fill the Program and Policy Coordinator position for up to six months at approximately \$28,265 (salary only). The dollar amount is calculated at Step 1 of Pay Range 30M for 1040 hours. As the incumbent of the position is currently in an unpaid status, we will absorb this expenditure within our existing 2011/2012 personnel budget.

Thank you for consideration of this request.

Respectfully Submitted,



Stephanie Sue Stein, Director  
Milwaukee County Department on Aging

cc: County Executive Chris Abele  
Tia Torhorst, Director of Legislative Affairs, County Executive's Office  
Supervisor Joe Sanfelippo, Chair, Personnel Committee  
Candace Richards, Interim Director, Human Resources  
Sarah Jankowski, Fiscal Management Analyst, DAS  
Richard Ceschin, Research Analyst, County Board  
Jodi Mapp, Committee Clerk, County Board

Jonette Arms, Assistant Director - Area Agency Services, MCDA  
Keith Garland, Assistant Director - Fiscal and Support Services, MCDA  
Mary Dutkiewicz, Human Resources Coordinator, MCDA