



# MEMORANDUM

---

"...meeting community needs...enhancing quality of life."

TO: Finance Committee, HR Committee, and CEDC  
FROM: Karen Harkness, Director of Community and Economic Development  
DATE: March 11, 2020  
RE: Cover Memo to Coordinated Entry Position

---

The Community and Economic Development Department is proposing to incorporate and employ a Coordinated Entry Specialist role. This position will be full-time and will report to the Community and Economic Development Department's Deputy Director.

After review by the City's Compensation Consultant, this position would be placed in Grade H, with a control point of \$25.83. It is anticipated that the annual salary (\$53,726.40) and benefit package (\$27,766) would total \$81,492, and the funding would be budgeted from the following sources:

	<u>2020</u>
CoC Supportive Service Only (SSO) Grant 2019	\$28,000
CoC Supportive Service Only (SSO) Grant 2020	\$32,100
State of WI Emergency Homeless & Housing Grant	\$5,000
Community Development Block Grant	\$20,000

Attached is a memo detailing the need and role of the Coordinated Entry position. Please let me know if you have any questions.