

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: February 8, 2012

TO: Supervisor Lee Holloway, County Board Chairman
Kerry Mitchell, Director, Department of Human Resources

FROM: Héctor Colón, Director, Department of Health & Human Services
Prepared by: Paula Lucey, Administrator, Behavioral Health Division

SUBJECT: **From the Director, Department of Health and Human Services, Requesting Authorization to Abolish one position of Integrated Services Coordinator, one position of Clerical Specialist MHD and one (.5 FTE) position of Human Service Worker MH and Create one position of Community Services Management Coordinator and one position of Facilities Management Specialist at the Behavioral Health Division**

Issue

The Director, Department of Health and Human Services (DHHS) and the Administrator, Behavioral Health Division, are requesting authorization to abolish one vacant position of Integrated Services Coordinator, one vacant position of Clerical Specialist MHD, and one (.5 FTE) position of Human Service Worker MH and create one position of Community Services Management Coordinator and one position of Facilities Management Specialist at the Behavioral Health Division (BHD). This is part of an on-going effort at BHD to realign staff to meet the changing needs of the organization with the multiple initiatives in process including achieving Joint Commission accreditation.

Background

BHD has undertaken a number of initiatives in the past year that continue into 2012 including applying for Joint Commission accreditation, implementing an electronic medical record, opening the Women's Treatment Unit and Intensive Treatment Unit, working with the Mental Health Redesign Task Force, working toward expansion of community based care and implementing Trauma Informed Care. Due to all of these initiatives, staffing needs at BHD have also changed. As a result, BHD has requested various reorganizations and position changes in the past several months. Similarly, this request also stems from the above projects and is meant to continue to move BHD in the right direction to have a staffing arrangement to succeed in the coming years.

BHD is requesting to create a new Community Services Management Coordinator. This position will primarily staff the Mental Health Redesign Task Force and help BHD in the Community

Services Branch (CSB) to manage and implement the expansion in this area. In addition, this position will be responsible for identifying and overseeing the diverse funding streams within the CSB, including the multiple State and Federal grants they receive. BHD is also requesting the creation of a Facilities Management Specialist in the Environment of Care area. This position will primarily focus on assisting with the requirements of the Joint Commission related to the environment of care, implementing the BHD copier initiative and continuing to assist in management of the Operations area. This includes ensuring that all Statement of Deficiency related fixes are maintained and that BHD is proactive in keeping the building up to date with State requirements.

BHD is also proposing to abolish one vacant Integrated Services Coordinator position in CSB, one vacant Clerical Specialist MHD position in Operations, and one vacant half-time (.5 FTE) position of Human Service Worker MH in CSB. All of these positions are vacant and BHD feels the newly created positions better meet the needs of the Division as we move into the future to continue to implement all of the new initiatives.

Recommendation

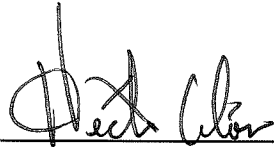
To assist BHD in achieving the various goals and initiatives that are in process, BHD recommends the County Board authorize the Director, Department of Health and Human Services, or his designee, to create two positions and abolish three vacant positions as follows:

Position Description	Pay Range	FTE	2012 Fiscal Impact	Annual Impact
Create				
Community Services Management Coordinator	27M	1.00	\$58,229	\$79,681
Facilities Management Specialist	7PM	1.00	\$49,454	\$67,675
Abolish				
Integrated Services Coordinator	31	(1.00)	(\$68,420)	(\$93,628)
Clerical Specialist MHD	5P	(1.00)	(\$40,077)	(\$54,842)
Human Service Worker MH	16C	(0.50)	(\$20,675)	(\$28,292)
Total Savings			(\$21,489)	(\$29,405)

Fiscal Impact

The recommended position actions contained in this report would decrease BHD expenditures by a total of \$21,489 in 2012 and a total of \$29,405 in the first full year of implementation. A fiscal note form is attached.

Respectfully Submitted:



Héctor Colón, Director
Department of Health & Human Services

cc: County Executive Chris Abele
Terrence Cooley, County Board
Patrick Farley, Director, DAS
Pam Bryant, Interim Fiscal & Budget Administrator, DAS
CJ Pahl, Assistant Fiscal & Budget Administrator, DAS
Ara Garcia, DHHS Human Resources Manager
Antionette Thomas-Bailey, Fiscal & Management Analyst
Jennifer Collins, Analyst, County Board Staff
Jodi Mapp, Committee Clerk, County Board Staff

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 2/8/11

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Report from the Director, Department of Health and Human Services, Requesting Authorization to Abolish one position of Integrated Services Coordinator, one position of Clerical Specialist MHD and one (.5 FTE) position of Human Service Worker MH and Create one position of Community Services Management Coordinator and one position of Facilities Management Specialist at the Behavioral Health Division

FISCAL EFFECT:

- | | |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input checked="" type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	-21,489	-29,405
	Revenue	0	
	Net Cost	-21,489	-29,405
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A.) The Director, Department of Health and Human Services (DHHS) and the Administrator, Behavioral Health Division, are requesting authorization to abolish one vacant position of Integrated Services Coordinator, one vacant position of Clerical Specialist MHD, and one (.5 FTE) position of Human Service Worker MH, and create one position of Community Services Management Coordinator and one position of Facilities Management Specialist at the Behavioral Health Division (BHD). This is part of an on-going effort at BHD to realign staff to meet the changing needs of the organization with the multiple initiatives in process including achieving Joint Commission accreditation.


B.) The recommended position actions contained in this report would decrease BHD expenditures by a total of \$21,489 in 2012 and a total of \$29,405 in the first full year of implementation. This is based on 19 pay periods remaining in 2012, all positions are assumed to be at Step 1 of the pay range with the exception of the Facilities Management Specialist, which is assumed at the mid-point (Step 5) of the pay range. Actual annual salaries will depend on where employees are appointed within the range. Totals include social security and 2012 Budgeted Active Fringe Benefits at 15.92% of salary (pension) plus \$15,441 (healthcare).

C.) This initiative will result in an overall savings at BHD.

D.) See Section B

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Department/Prepared By Alexandra Kotze, DHHS Budget Manager

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

BHD Certification Request, Reclass, Other HR Changes Fiscal Form and Authorization

Today's Date:

8-Feb-12

CERT/RECLASSIFICATION FISCAL FORM

Effective Date:

1-Apr-12

Action:

Abolish/Create

Low Org	Title Code	Title Code Description	Pay Range	Step	FTEs	Biweekly Salary	Social Security	Fringe Benefits*	Pay Periods Remaining	2012 total**	Annual total**
CREATED POSITION(S):											
6402	TBD	Community Services Management Coordinator	27M	1	1.0	2,000	153	912	19	\$ 58,229	\$ 79,681
6532	TBD	Facilities Management Specialist	7PM	5	1.0	1,626	124	853	19	\$ 49,454	\$ 67,675
ABOLISHED POSITONS											
6407	57761	Integrated Services Coordinator	31	1	-1.0	2,434	186	981	19	\$ (68,420)	\$ (93,626)
6552	01293	Clerical Specialist MHD	5P	1	-1.0	1,226	94	789	19	\$ (40,077)	\$ (54,842)
6443	56630	Human Service Worker MH	16C	1	-0.5	1,281	98	798	19	\$ (20,675)	\$ (28,292)
TOTAL COST:										\$ (21,489)	\$ (29,405)

* 2012 Budgeted Active Fringe Benefit Fixed Rate = 15.92% of salary (pension) + \$15,441 (healthcare)

Milwaukee County
BEHAVIORAL HEALTH DIVISION

2012

POSITION DESCRIPTION

ORIGINAL TO MHD HUMAN RESOURCES FOR EMPLOYEE
PERSONNEL FILE

TITLE OF POSITION

CODE NO. _____

POS. NO. _____

PAY RANGE NO. 27M ORG. UNIT NO. 6407

DATE APPROVED AND EFFECTIVE DATE:

1. OFFICIAL TITLE OF POSITION
Community Services Management Coordinator

DEPARTMENT OF HUMAN RESOURCE USE ONLY
DO NOT WRITE ABOVE THIS LINE

2. WORKING TITLE

3. PAY RANGE NO.
PRESENT 27M
PROPOSED

4. TYPE OF POSITION
FULL-TIME [X]
PART-TIME []
SEASONAL []

6. NORMAL WORKING HOURS
FROM 8:30 A.M. TO 4:30 P.M.

7. IS ASSIGNMENT TO ANY SHIFT REQUIRED? 1st

8. DEPARTMENT
DHHS

9. DIVISION
Behavioral Health Division

10. SUBDIVISION
Community Services Branch (CSB)

11. DUTIES SECTION. Under direction, maintains compliance with all CSB grants and funding sources, including fidelity to proposals, ongoing quality monitoring, reporting, and continuation or reapplication needs. Seeks and researches new funding opportunities that are pertinent to the work of the CSB. Coordinates efforts to make application for grants and other funding streams and assists with writing of proposals. Researches Evidence Based Practices and works with department leadership to implement such with providers. Works with CSB Director and Associate Director to coordinate a CSB annual report, highlighting accomplishments, outcomes and needs of the department. Organizes existing and emerging coalitions that are applicable to the work of the CSB. Responsible for the upkeep of all public forms of communication from the department, including brochures, displays and website.

11. DUTIES SECTION. Consequences of position removal are:

11a. DUTIES SECTION. Describe below in detail, the work done. List regular duties first, then special or occasional duties. Show time by hours or percentages.

TIME (% of 8 Hr. Day and Freq.)	DUTIES YOU PERFORM (If you require additional space, attach a separate sheet of paper, following the same format.)	REQUIRED KNOWLEDGE, SKILL, ABILITY TO PERFORM	*(E); (NE); (P); (M)
35%	1. Maintains a database of all CSB funding streams and provides oversight required to maintain fidelity to proposals and compliance with reporting requirements, continuation applications, etc. 2. Seeks and assists in making application for new funding streams, including writing of proposals when necessary.	Knowledge of mental health and alcohol and other drug abuse (AODA) services, community support services including targeted case management, community support, outpatient, residential, employment, day treatment, and homeless assistance programs.	E,M
10%	3. Researches emerging policy changes and Evidence Based Practices, and assists CSB leadership in implementation of such internally and externally.		
5%	4. Serves as compliance officer for all CSB activities related to any and all certifications and accreditations, including JCAHO.		
15%	5. Creates, edits and maintains all forms of public communication, including brochures, displays, flyers and website to ensure all are timely, accurate and sensitive to the changing needs of the department's providers and population served. 6. Compiles an annual report of CSB activities, highlighting strengths, outcomes and challenges of the department.	Knowledge of federal, state, and county regulations related to the provision of mental health and AODA services.	E,M
15%	7. Coordinates any other mechanisms of public relations deemed necessary. 8. Organizes and promotes any coalition activities of the department. 9. Assists department in implementation and maintenance of any ongoing Continuous Quality Improvement initiatives.	Ability to conduct research of literature regarding best practices and funding opportunities.	E,M
20%	10. Maintains the ongoing Mental Health Redesign efforts of the Behavioral Health Division and community partnership.	Oral and written communication skills, organizational skills. Ability to work effectively and harmoniously with staff, clients, families, community organizations, and the public. Ability to use a personal computer.	E,M E,M,P

*Choose the appropriate choice(s): (E)-Essential; (NE)-Non-Essential; (P)-Physical; (M)-Mental

12. Names and titles of employees you supervise. If more than five, list number and title. If you supervise no employees, write "none". None

13. Name and title of your immediate supervisor: Jennifer Wittwer, CSB Associate Director

14. Machines or equipment used regularly in your work. Indicate % of time spent operating each:			15. If position involves shorthand, % of time spent in taking shorthand _____%	
WORD PROCESSOR	50%	COPY MACHINE		5%
TELEPHONE	5 %			%

16. Nature and extent of the check or review of your work. Regular contact with both CSB Associate Director and Director, including weekly supervisory meetings.

17. Describe your contacts with other departments, outside organizations and the general public. Frequent contact with direct and indirect supervisory staff, staff of contract and fee for service agencies, funders, community coalition members, other BHD Departments, and other county departments.

CERTIFICATION: I certify that the above answers are my own and are accurate and complete.
EMPLOYEE'S SIGNATURE

DATE:

STATEMENT OF SUPERVISOR

18. Comment on statements of employee. Indicate any exceptions or additions.

19. What do you consider the most important duties of this position? Seeking and maintaining positive working relationships and compliance with existing and potential funders.

19a. Describe the position worksite. Office-based work in the Community Services Branch of the Behavioral Health Division.

20. Names and titles of employees in department performing similar duties. If more than four, indicate number of persons under various titles. None.

21. Qualifications which you think should be required in filling a future vacancy in this position. Keep the position in mind rather than the qualifications of the individual who occupies it.

	REQUIRED	DESIRABLE
Education (Check One)	Grade School <input type="checkbox"/> High School <input checked="" type="checkbox"/> Degrees: College <input checked="" type="checkbox"/> M.A. <input type="checkbox"/> Ph.D. <input type="checkbox"/>	Grade School <input type="checkbox"/> High School <input type="checkbox"/> Degrees: College <input type="checkbox"/> M.A. <input checked="" type="checkbox"/> Ph.D. <input type="checkbox"/>
Education, special or professional	Possession of a bachelor's degree from an approved college or university.	A Master's degree in Public Administration, Public Service, Health Care Administration or Social Work.
Licenses, certificates or registration	Possession of a valid Wisconsin Driver's license at the time of application and maintained during time of employment.	N/A
Experience, kind and number of years	Two or more years of experience in a position requiring knowledge of individuals living with disabilities and the systems that serve them.	Experience conducting coalition work and administrating activities related to system enhancement for individuals living with serious behavioral disorders.
Special knowledges, abilities and skills	Knowledge of mental health and substance abuse services. Ability to work with diverse individuals. Ability to communicate effectively in both verbal and written formats. Adequate Microsoft Office skills, including use of Microsoft Word, Excel, Publisher and Powerpoint.	Knowledge of local, state and federal regulations and funding opportunities. Knowledge of behavioral health best practices. Grant writing skills.
Physical requirements, or other factors	Ability to physically fill responsibilities of respective job classifications.	

SUPERVISOR'S SIGNATURE:

TITLE:

DATE:

STATEMENT OF DEPARTMENT HEAD

22. Comment on the above statements of employee and supervisor. Indicate any inaccuracies or statements with which you disagree. Do you agree with the qualifications suggested by the supervisor?

DEPARTMENT HEAD'S SIGNATURE:

TITLE:

DATE:

Milwaukee County
BEHAVIORAL HEALTH DIVISION

2012

POSITION DESCRIPTION

ORIGINAL TO BHD HUMAN RESOURCES FOR EMPLOYEE
 PERSONNEL FILE

TITLE OF POSITION _____ CODE NO. _____
 POS. NO. _____
 PAY RANGE NO. ____7PM____ ORG. UNIT NO. __6532____

DATE APPROVED AND EFFECTIVE DATE:

DEPARTMENT OF HUMAN RESOURCE USE ONLY
 DO NOT WRITE ABOVE THIS LINE

1. OFFICIAL TITLE OF POSITION

Facilities Management Specialist

2. WORKING TITLE

Facilities Management Specialist

5. NAME OF PRESENT INCUMBENT

New Create

3. PAY RANGE NO.

PRESENT PROPOSED 7PM

4. TYPE OF POSITION

FULL-TIME [x]
 PART-TIME []
 SEASONAL []

6. NORMAL WORKING HOURS

FROM 8:30 TO 4:30

7. IS ASSIGNMENT TO ANY SHIFT REQUIRED? 1ST Shift

8. DEPARTMENT

Department of Health and Human Services

9. DIVISION

Behavioral Health Division

10. SUBDIVISION

EES

11. DUTIES SECTION.

Under direction, this position focuses on assisting with documenting BHD's compliance with the requirements of the Joint Commission related to the environment of care. Assists in management of the EES area, including ensuring all Statement of Deficiency related fixes are tracked and maintained. In collaboration with EES supervisors, manages work order system. Acts in proactive manner to keep the building up to date with documentation of State requirements. Tracks status of copiers, printers, faxes, scanners, and multifunctional devices and coordinates maintenance of devices.

11. DUTIES SECTION. Consequences of position removal are:

11a. DUTIES SECTION. Describe below in detail, the work YOU do. List regular duties first, then special or occasional duties. Show time by hours or percentages.

TIME (% of 8 Hr. Day and Freq.)	DUTIES YOU PERFORM (If you require additional space, attach a separate sheet of paper, following the same format.)	REQUIRED KNOWLEDGE, SKILL, ABILITY TO PERFORM	*(E); (NE); (P); (M)
15%	Assist in development and management of the preventative maintenance program.	Skill in developing and managing preventative maintenance program and knowledge of building management functions	E, M, P
5%	Data entry for Life Safety and Work Order systems	Skill in data entry	E, M, P
10%	Develop, monitor and revise project schedules/timelines with Operating Engineer.	Skill in developing, monitoring, and revising project schedules	E, M, P
65%	Monitor and report documentation for the following tests and systems: - Paging system - Utility system - Water system - Sprinkler system - Smoke doors (testing and inventory) - Fire drills - Fire protection equipment and systems	Ability to manage and organize documentation and quantify data	E, M, P
5%	Implementation of multifunctional device initiative	Ability to record data and communicate with internal and external contacts	E, M, P

*Choose the appropriate choice(s): (E)-Essential; (NE)-Non-Essential; (P)-Physical; (M)-Mental

12. Names and titles of employees you supervise. If more than five, list number and title. If you supervise no employees, write "none".
 None.

13. Name and title of your immediate supervisor
 Name: John Skibba
 Title: Mechanical Utility Engineer

14. Machines or equipment used regularly in your work. Indicate % of time spent operating each:

Computer	60	Fax/copier/scanner	10
Phone	5		

15. If position involves shorthand, % of time spent in taking shorthand NA %

16. Nature and extent of the check or review of your work.

Daily contact with immediate supervisor and weekly contact with Associate Director.

17. Describe your contacts with other departments, outside organizations and the general public.
 Frequent contact with other BHD departments (including clinical staff), outside vendors, and other county departments.

CERTIFICATION: I certify that the position description has been reviewed with me by my supervisor and it is accurate and complete.

EMPLOYEE'S SIGNATURE

DATE:

STATEMENT OF SUPERVISOR

18. Comment on statements of employee. Indicate any exceptions or additions.

19. What do you consider the most important duties of this position? Documentation of building systems and compliance with applicable requirements.

19a. Describe the position worksite. Office-based work in the Engineering and Environmental Services Department of the Behavioral Health Division.

20. Names and titles of employees in department performing similar duties. If more than four, indicate number of persons under various titles. None.

21. Qualifications you think should be required in filling a future vacancy in this position. Keep the position in mind rather than the qualifications of the individual who occupies it.

	REQUIRED	DESIRABLE
Education (Check One)	Grade School <input type="checkbox"/> High School <input checked="" type="checkbox"/> Degrees: College <input type="checkbox"/> M.A. <input type="checkbox"/> Ph.D. <input type="checkbox"/>	Grade School <input type="checkbox"/> High School <input checked="" type="checkbox"/> Degrees: College <input type="checkbox"/> M.A. <input type="checkbox"/> Ph.D. <input type="checkbox"/>
Education, special or professional	Graduation from high school or GED equivalent required;	
Licenses, certificates or registration	Possession of a valid Wisconsin Driver's license at the time of application and maintained during time of employment.	N/A
Experience, kind and number of years	Five years experience in facilities management. Experience working in a complex environment.	Ten years or more experience in facilities management. Experience with compliance monitoring.
Special knowledges, abilities and skills	Knowledge of computer-based business applications, including those used for word processing, database management, spreadsheets, w-mail communication and internet access. Ability to multitask. Ability to communicate effectively in both verbal and written formats.	Familiarity with work order systems.
Physical requirements, or other factors	Ability to walk 1800 feet; ability to lift 40 lbs.; ability to bend; adequate visual acuity; and ability to grasp and handle objects.	

SUPERVISOR'S SIGNATURE:

TITLE:

DATE:

STATEMENT OF DEPARTMENT HEAD

22. Comment on the above statements of employee and supervisor. Indicate any inaccuracies or statements with which you disagree. Do you agree with the qualifications suggested by the supervisor?

DEPARTMENT HEAD'S SIGNATURE:

TITLE:
DATE: