

**COUNTY OF MILWAUKEE**  
**INTEROFFICE COMMUNICATION**

**Date:** February 16, 2012

**To:** Supervisor Lee Holloway, Chairman, County Board of Supervisors

**From:** Pamela Bryant, Interim Fiscal and Budget Administrator, DAS – Fiscal

**Subject:** Request to abolish 1.0 FTE Integrated Services Coordinator (Title Code 00057761, Pay Range 31), 1.0 FTE Clerical Specialist MHD (Title Code 00001293, Pay Range 05P), .50 FTE Human Service Worker MH (Title Code 56630, Pay Range 16C) and create 1.0 FTE Community Services Manager (Pay Range 27M) and 1.0 FTE Administrative Specialist MH NR (Pay Range 7PM) within the Behavioral Health Division (BHD).

## **REQUEST**

The Department of Health and Human Services is requesting to abolish 1.0 FTE vacant Integrated Services Coordinator (Title Code 00057761, Pay Range 31), 1.0 FTE vacant Clerical Specialist MHD (Title Code 00001293, Pay Range 05P), .50 FTE vacant Human Service Worker MH (Title Code 56630, Pay Range 16C) and create 1.0 FTE Community Services Manager (Pay Range 27M) and 1.0 FTE Administrative Specialist MH NR (Pay Range 7PM) within BHD.

## **BACKGROUND/ANALYSIS**

The organizational needs of the Behavioral Health Division continue to change as the department undergoes the process of implementing several new initiatives. These initiatives include the implementation of Electronic Medical Records (EMR), applying for Joint Commission Accreditation, working with the Mental Health Redesign Task Force, working towards the expansion of community based care and implementing Trauma Informed Care. As a result of these initiatives, the department is requesting to realign staff to better fit the organizational needs of the department.

In 2011, BHD began the process of applying for the Joint Commission Accreditation. A critical component of this accreditation relates to the environment of care and maintenance of the facility. According to Michael Jarema (JCAHO), environment of care refers to the elements and factors that contribute to creating the way the environment works for the patient, family, staff and others in the healthcare delivery system. In order to receive certification, the department must demonstrate compliance with preventative maintenance and mechanical monitoring

programs. As a result, the department is requesting to create 1.0 FTE Administrative Specialist MH NR.

This Administrative Specialist MH NR would primarily be responsible for assisting in the development and management of the preventative maintenance program; documenting BHD's compliance with Joint Commission related to the environment of care; manage the work order system; assist in management of the Operations area; monitor and report documentation for the following tests and systems within the BHD facility: paging system, utility system, water system, sprinkler system, smoke doors, fire drills and fire protection equipment and systems; track status of copiers, printers, faxes, scanners and multifunctional devices; and coordinate the maintenance of these devices. The functions related to the Joint Commission Accreditation are currently being covered with temporary help until the position is created and filled.

The department is also requesting to create 1.0 FTE Community Services Manager, who will assist in the Community Services Branch (CSB) of BHD. The CSB is responsible for providing community-based services to adults with serious and persistent mental illness and persons with substance abuse problems or a substance dependency through the Service Access to Independent Living (SAIL) program and the WISER Choice AODA system. This division also provides community-based mental health services to youth and young adults through the Wraparound Program, Family Intervention and Support Services (FISS), and the Healthy Transitions Initiative.

Expansion of community-based services is a major initiative in the department. As part of the 2012 Budget, the BHD created a Crisis Stabilization Program, provided support for an additional 8-bed crisis respite facility in the community, and continues to work to implement other community crisis options. Another component of the community based care expansion is the Mental Health Redesign Task Force. This group of consumers, providers, advocates, and public and private stakeholders will coordinate the recommendations they receive, prioritize them, and work with BHD on the implementation of these recommendations. Due to the expansion initiatives in this area, the department is in need of a position to assist with implementation, oversight and maintenance, resulting in the department's request to create a Community Services Manager position.

The primary responsibility of this position is to maintain the efforts of the Mental Health Redesign Task Force; provide fiscal oversight and maintain the database for CSB funding streams; identify and apply for additional funding; research emerging policy changes and evidence based practices and assist CSB leadership with implementation of these changes; serve as compliance officer for CSB activities related to any and all certifications and accreditations including Joint Commission; assist with the coordination of a CSB annual report; and assist the department with ongoing quality improvement initiatives.

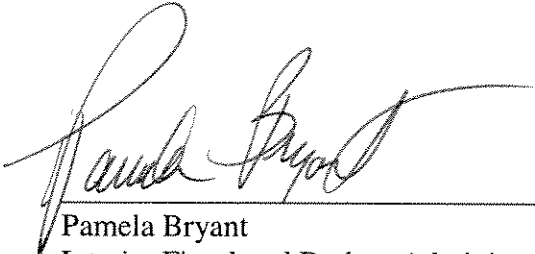
The creation of the Administrative Specialist MH NR and the Community Services Manager will be offset by abolishing 1.0 FTE vacant Integrated Services Coordinator, 1.0 FTE vacant Clerical Specialist MH and .50 FTE vacant Human Service Worker MH.

### FISCAL NOTE

Approval of the request to abolish 1.0 FTE vacant Integrated Services Coordinator, 1.0 FTE vacant Clerical Specialist MHD, .50 FTE vacant Human Service Worker MH and create 1.0 FTE Community Services Manager and 1.0 FTE Administrative Specialist MH NR within BHD, effective March 15, 2012, will result in an decrease in expenditures of \$ 21,489 for 2012 and a decrease of \$29,405 for subsequent years.

### RECOMMENDATION

To assist the department in achieving the various goals and initiatives that are in process, the Department of Administrative Services- Fiscal Affairs recommends that the request to abolish 1.0 FTE vacant Integrated Services Coordinator, 1.0 FTE vacant Clerical Specialist MHD, .50 FTE vacant Human Service Worker MH and create 1.0 FTE Community Services Manager and 1.0 FTE Administrative Specialist MH NR within BHD, effective March 15, 2012, be approved.



Pamela Bryant  
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