

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: December 10, 2012

To: Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors

From: Craig Kammholz, Fiscal and Budget Administrator, DAS – Fiscal

Subject: Request to create 1.0 FTE ExDir 1- Environment of Care Administrator (Pay Range 901E), 1.0 FTE Fiscal Specialist (Title Code 00004042, Pay Range 05P), 2.0 FTE Assistant Program Administrator (Pay Range 33M) and abolish 1.0 FTE Operations Coordinator (Title Code 00020220, Pay Range 30M), 2.0 FTE Clerical Assistant 1 (Title Code 00000042, Pay Range 03P), and abolish upon vacancy 2.0 FTE Integrated Services Coordinator- NR (Title Code 00057760, Pay Range 31M) within the Behavioral Health Division (BHD).

REQUEST

The Department of Health and Human Services requests to create 1.0 FTE Ex Dir. 1- Environment of Care Administrator (Pay Range 901E), 1.0 FTE Fiscal Specialist (Title Code 00004042, Pay Range 05P), 2.0 FTE Assistant Program Administrator (Pay Range 33M) and abolish 1.0 FTE Operations Coordinator (Title Code 00020220, Pay Range 30M), 2.0 FTE Clerical Assistant 1 (Title Code 00000042, Pay Range 03P), and abolish upon vacancy 2.0 FTE Integrated Services Coordinator-NR (Title Code 00057760, Pay Range 31M) within BHD.

BACKGROUND/ANALYSIS

The organizational needs of BHD continue to change as the department continues the process of implementing several initiatives in 2013. The department continues to work towards achieving the Joint Commission Accreditation, full implementation of the EMR and the new co-occurring initiative. As a result, the department reviewed its vacant positions and determined the staffing needs to fully implement these initiatives.

BHD is currently in the process of applying for the Joint Commission Accreditation. In obtaining this accreditation, there are several components that have to be met with a critical component relating to the environment of care (EOC) and maintenance of the facility. In March 2012, the County Board approved the creation of an Administrative Specialist MH (NR) to assist with the requirements of the Joint Commission related to the EOC. However, due to the unique EOC guidelines related to hospitals, BHD is requesting the creation of 1.0 FTE Ex Dir. 1- Environment of Care Administrator position to ensure that these guidelines are being met. This position would primarily be responsible for managing the daily operation of BHD facilities,

county owned and leased spaces; ensuring that BHD is meeting or exceeding Joint Commission and other accreditation standards; ensuring adherence with life safety codes and developing and implementing safety procedures; coordinating renovations and reassignments of work space, or improvement to space; acting as the landlord of space that is rented to other agencies within BHD facilities; and leading the operations and maintenance staff at BHD. This position would be responsible for supervising approximately 18 staff members, as well as the security and cleaning contracts. The cost of this position is partially offset by abolishing 1.0 FTE Operations Coordinator, which has been vacant for approximately six months.

Implementation of the EMR occurred in the Crisis Services Division at the end of 2012. This implementation has resulted in changes to billing and other processes that require more technical assistance and analysis as opposed to data entry. As a result, the department is requesting to create 1.0 FTE Fiscal Specialist offset by abolishing 2.0 FTE Clerical Assistant 1 positions. The Fiscal Specialist would primarily be responsible for preparing deposits and reconciling receipts with bank deposit slips; maintaining the spreadsheet that supports daily cash and balancing to daily deposits, preparing cash receipts in the Advantage system for daily cash deposits, maintaining the petty cash fund including the request for replenishing the fund, and assisting in the preparation of Medicare and Medicaid cost reports.

In addition, the department is requesting to create 2.0 FTE Assistant Program Administrators, who will assist with the implementation of the co-occurring initiative in the Community Services Branch (CSB). This initiative will focus on moving to an integrated system of care for clients that present with both mental health and substance abuse disorders. This would consist of combining the dedicated branches for mental health and substance abuse. One position will be responsible for managing the access entry points and the staff, and the other will be dedicated to the needs of the provider networks. However, both positions are primarily responsible for monitoring and managing program screening capacity and service utilization; providing oversight and management of contracted services including program evaluation, research and development, and participation in program selection through the RFP process; participating in performance review of Community Service Branch (CSB) programs; assisting in the development of strategic initiatives; participating in state and federal task forces related to the development of mental health/substance abuse programs; and management and administration of the Access to Recovery (ATR) funding requirements. Currently the Integrated Services Coordinator- NR positions perform some of these functions. However, the new positions are expected to have a much greater emphasis on leadership and program development. As a result, the creations of the new positions are offset by abolishing upon vacancy 2.0 FTE Integrated Services Coordinator- NR positions.

FISCAL NOTE

Approval of the request to create 1.0 FTE Ex Dir. 1- Environment of Care Administrator, 1.0 FTE Fiscal Specialist, 2.0 FTE Assistant Program Administrator and abolish 1.0 FTE Operations Coordinator, 2.0 FTE Clerical Assistant, and abolish upon vacancy 2.0 FTE Integrated Services Coordinator-NR effective February 7, 2013, will result in a decrease in expenditures of \$4,883 for 2013 and a decrease of \$6,348 for subsequent years.

RECOMMENDATION

To assist BHD in the full implementation achieving the Joint Commission Accreditation, the Electronic Medical Records (EMR) system, and the co-occurring initiative, the Department of Administrative Services, Fiscal Affairs recommends that the request to create 1.0 FTE Ex Dir. 1- Environment of Care Administrator, 1.0 FTE Fiscal Specialist, 2.0 FTE Assistant Program Administrator and abolish 1.0 FTE Operations Coordinator, 2.0 FTE Clerical Assistant, and abolish upon vacancy 2.0 FTE Integrated Services Coordinator-NR, effective February 7, 2013, be approved.

Prepared by:
Antionette Thomas-Bailey
278-4250



Craig Kammholz
Fiscal and Budget Administrator

pc: Chris Abele, County Executive
Amber Moreen, Chief of Staff, County Executive's Office
Kerry Mitchell, Director of Human Resources
Kelly Bablitch, Chief of Staff, County Board
Jennifer Collins, County Board Fiscal and Budget Analyst
Hector Colon, Director, Department of Health and Human Services

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 1/4/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Request to create 1.0 FTE Ex Dir. 1- Environment of Care Administrator, 1.0 FTE Fiscal Specialist, 2.0 FTE Assistant Program Administrator and abolish 1.0 FTE Operations Coordinator, 2.0 FTE Clerical Assistant 1, and abolish upon vacancy 2.0 FTE Integrated Services Coordinator-NR at the Behavioral Health Division (BHD).

FISCAL EFFECT:

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

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	-4,883	-6,348
	Revenue	0	0
	Net Cost	-4,883	-6,348
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. Approval of the request would create 1.0 FTE Ex Dir 1.- Environment of Care Administrator, 1.0 FTE Fiscal Specialist, 2.0 FTE Assistant Program Administrators and abolish 1.0 FTE Operations Coordinator, 2.0 FTE Clerical Assistant 1, and abolish upon vacancy 2.0 FTE Integrated Services Coordinator- NR in BHD.

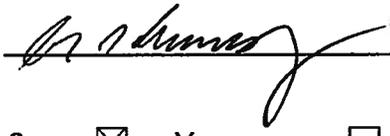
B. The estimated fiscal effect for 2013 related to the creation of 1.0 FTE Ex Dir 1.- Environment of Care Administrator, 1.0 FTE Fiscal Specialist, and 2.0 FTE Assistant Program Administrators including salary, social security, and active fringe benefits is \$316,452. This cost is completely offset by abolishing 1.0 FTE Operations Coordinator, 2.0 FTE Clerical Assistant 1, and abolishing upon vacancy 2.0 FTE Integrated Services Coordinator- NR including salary, social security, and active fringe benefits of \$319,064, resulting in decreased expenditures of \$2,612. The fiscal effect for 2014 is a decrease in expenditures of \$3,395.

C. In 2013, the budgetary impact is a decrease in expenditures of \$4,883 and in 2014 the budgetary impact is a decrease of \$6,348.

D. The 2013 fiscal effect will be achieved assuming that these positions start in late February at an hourly rate of \$43.13 for the Ex Dir 1.- Environment of Care Administrator, \$17.65 for the Fiscal Specialist, and \$38.13 each for the two (2) Assistant Program Administrators. In addition, position costs include a 1.5% COLA adjustment that will be given in the 12th pay period, which equates to an actual increase of .87% and the active fringe rates included in the 2013 Adopted Budget (\$15,089- Active Health, 15.51%- Active Pension, and 7.65% Social Security).

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 Antionette Thomas-Bailey

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

1 From the Committee on, Reporting on:

2

3

File No.

4

5 (ITEM NO.) A resolution requesting to create 1.0 FTE Ex Dir. 1- Environment of Care
6 Administrator (Pay Range 901E), 1.0 FTE Fiscal Specialist (Title Code 00004042, Pay Range
7 05P), 2.0 FTE Assistant Program Administrator (Pay Range 33M) and abolish 1.0 FTE
8 Operations Coordinator (Title Code 00020220, Pay Range 30M), 2.0 FTE Clerical Assistant
9 1 (Title Code 00000042, Pay Range 03P), and abolish upon vacancy 2.0 FTE Integrated
10 Services Coordinator- NR (Title Code 00057760, Pay Range 31M) within the Behavioral
11 Health Division (BHD), effective February 7, 2013:

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A RESOLUTION

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46 WHEREAS, one Assistant Program Administrator would be responsible for
 47 managing the access entry points including the staff and one Assistant Program
 48 Administrator would be dedicated to the needs of the provider networks; however both
 49 positions would primarily be responsible for monitoring and managing program screening
 50 capacity and service utilization; providing oversight and management of contracted
 51 services including program evaluation, research and development, and participation in
 52 program selection through the RFP process; participate in performance review of
 53 Community Service Branch (CSB) programs; assisting in the development of strategic
 54 initiatives; participating in state and federal task forces related to the development of
 55 mental health/substance abuse programs; and management and administration of the
 56 Access to Recovery (ATR) funding requirements; and
 57

58 WHEREAS, the requested position actions are necessary to assist BHD in the full
 59 implementation of these initiatives; and
 60

61 WHEREAS, the Department of Administrative Services, Fiscal Affairs recommends
 62 that the following request effective February 7, 2013, be approved: create 1.0 FTE Ex Dir.
 63 1- Environment of Care Administrator (Pay Range 901E), 1.0 FTE Fiscal Specialist (Title
 64 Code 00004042, Pay Range 05P), 2.0 FTE Assistant Program Administrator (Pay Range
 65 33M) and abolish 1.0 FTE Operations Coordinator (Title Code 00020220, Pay Range 30M),
 66 2.0 FTE Clerical Assistant 1 (Title Code 00000042, Pay Range 03P), and abolish upon
 67 vacancy 2.0 FTE Integrated Services Coordinator- NR (Title Code 00057760, Pay Range
 68 31M); and
 69

70 BE IT RESOLVED, that the following position actions are approved, for the
 71 Behavioral Health Division effective February 7, 2013
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<u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
74 Create	ED1- Environment of Care Administrator	1	901E
75 Create	Fiscal Specialist	1	05P
76 Create	Assistant Program Administrators	2	33M
77 Abolish	Operations Coordinator	1	30M
78 Abolish	Clerical Assistant 1	2	03P
79 Abolish	Integrated Services Coordinator*	2	31M

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 81 *To be abolished upon vacancy