

W. A. C.

**AGENDA COVER MEMO**

AGENDA DATE: September 13, 2006  
TO: Board of County Commissioners  
DEPARTMENT: Health & Human Services  
PRESENTED BY: Rob Rockstroh



AGENDA TITLE: ORDER \_\_\_\_\_ / IN THE MATTER OF ESTABLISHING ONE FULL TIME (1.0 FTE) OFFICE ASSISTANT 2 POSITION AND ONE PART TIME (.50 FTE) TEMPORARY CLINICAL SERVICES SUPERVISOR FOR MENTAL HEALTH SERVICES EFFECTIVE SEPTEMBER 1, 2006 AND APPROPRIATING AN ADDITIONAL \$84,540 IN REVENUE AND EXPENDITURES FOR FY 2006-2007 IN FUND 286 DEPARTMENT OF HEALTH & HUMAN SERVICES

**I. MOTION**

ORDER \_\_\_\_\_ / In the Matter of Establishing One Full Time (1.0 FTE) Office Assistant 2 Position and One Part-Time (.50 FTE) Temporary Clinical Services Supervisor Position for Mental Health Services effective September 1, 2006 and Appropriating an Additional \$84,540 in Revenue and Expenditures for FY 2006-2007 in Fund 286 Department of Health & Human Services.

**II. AGENDA ITEM SUMMARY**

1. Office Assistant 2 position: Lane County Mental Health has expanded clinical staff in the adult and child programs. An additional clerical position is required to support these added clinical staff.

2. Temporary Clinical Services Supervisor position: Currently, there is a full time clinical supervisor and an extra help (10 hours per week) clinical residential supervisor. Ten hours per week for the clinical residential supervisor is not sufficient to perform essential functions for this position. A temporary clinical services supervisory position at .50 FTE for the remainder of the 2006-2007 fiscal year will provide an opportunity to clarify the need for full or part time position and the supervision requirements for the staff that serve the mentally or emotionally disturbed persons and reside in contracted facilities in Lane County.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

A. Board Action and Other History

The County Financial Assistance Agreement with Department of Human Services awards funds to provide non-residential and residential mental health services. For the 2003-2005 biennium, the legislatively-approved budget reinstated funds for mental health services that were reduced during the Fifth Special Session of 2002 HB5100. These funds allowed for reinstatement of clinical mental health staff. (Board Order 04-10-13-9). In October of 2005, Oregon Mental Health and Addiction Services (OMHAS) increased funding for mental health services to children and youth to implement the new Children's Systems Change Initiative. Clinical positions at Lane County Mental Health were added for this new program (Board Order 05-9-21-6). An additional clerical position is required to support the additional clinical staff that has been hired due to the reinstatement of funds and new program initiatives.

Oregon Administrative Rules Division 35 Residential Care Facilities for Mentally or Emotionally Disturbed Persons specifies the duties to be performed by the local Community Mental Health Program. Those duties include but are not limited to 1) assuring adequate staffing to meet the mental health treatment needs of the residents; 2) approval of residential placements in Lane County funded by Department of Human Services; 3) an assessment completed within 30 days of admission; 4) development of individualized residential service plans through collaboration with resident's primary mental health treatment provider 5) updated progress notes every 30 days.

The current clinical residential supervisor supervises the mental health staff for 2 secure residential facilities, one non secure facility, 84 adult foster care homes with 110 beds, one sub acute facility and one extended care facility. In question is whether Lane County Mental Health will continue to provide mental health services for the extended care facility. The amount of reimbursement that the state is negotiating to provide mental health services to clients in the extended care facility will not cover the cost of County employees providing these services. In addition, the new secure residential facility in Lane County, which has been approved by Department of Human Services, is negotiating with Lane County Mental Health for mental health services and it is unclear whether the new residential facility and Lane County will come to an agreement regarding the amount of funds to be paid for mental health services.

B. Policy Issues

There are no administrative policy issues that affect this agenda item.

C. Board Goals

The request for an additional Office Assistant 2 position and Temporary Clinical Services Supervisor position relates to the Lane County strategic goal of Resource Planning and Allocation. Specifically, B1: Develop plans for the chief resources applied to deliver County services – human resources. Establishing these two positions meets the definitions of “Analyzing future workforce needs” and “Identifying actions to assure the workforce capabilities meet future needs.”

D. Financial and/or Resource Considerations

The cost of these two positions is \$84,540. The Temporary Clinical Services Supervisor will be funded through carry forward and residential program billings. This will allow for the elimination of the current extra help supervisor position. The Office Assistant 2 position will be funded through state grant funds.

E. Analysis

The Office Assistant 2 position will provide key business support functions including but not limited to processing client files (opening and closing), billing Oregon Medical Assistance Program for services provided by clinical staff and filing of updated medical records and patient charts. These functions are all necessary to meet the requirements of Oregon Administrative Rules governing clinical reporting requirements for mental health services.

Establishing the Temporary Clinical Services Supervisory position will allow time to evaluate the need for either a part time or full time supervisory position and will eliminate the extra help position at 10 hours per week which currently does not meet the requirements for this position.

F. Alternative / Options

1. Establishing one full time (1.0 FTE) Office Assistant 2 position will allow Lane County Mental Health to add necessary support staff to meet clinical reporting requirements. Establishing one part time (.50 FTE) Temporary Clinical Services Supervisor position will allow time to evaluate the need of a part time or full time permanent position and will eliminate the current extra help position.

2. Not establishing one full time (1.0 FTE) Office Assistant 2 position will result in Lane County Mental Health not meeting clinical reporting requirements in a timely manner. Not establishing part time (.50 FTE) Temporary Clinical Services Supervisor position will result in Lane County not meeting the Oregon Administrative Rules Division 35 for Residential Care Facilities for Mentally or Emotionally Disturbed Persons due to the fact that ten hours per week of extra help cannot meet these requirements.

#### **IV. TIMING/IMPLEMENTATION**

Upon Board approval, revenues and expenditures will be increased in Health & Human Services and Lane County Human Resources will create the two positions numbers and post these positions.

#### **VI. RECOMMENDATION**

The recommendation supported by the Department of Health & Human Services and Lane County Mental Health is as follows:

1. Establish one full time (1.0 FTE) Office Assistant 2 position and one part time (.50) Temporary Clinical Services Supervisor position effective September 1, 2006 and appropriate an additional \$84,540 in revenue and expenditures for the FY 2006-2007 in Fund 286 Department of Health & Human Services.

#### **VII. FOLLOW-UP**

At the completion of the fiscal year 2006-2007, a recommendation to the Board of County Commissioners will be made as to whether the Temporary Clinical Services Supervisor position will become a permanent part time or full time position.

#### **V. ATTACHMENT**

Board Order

**THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**RESOLUTION AND ORDER:** ) ORDER \_\_\_\_\_ / IN THE MATTER OF ESTABLISHING ONE  
) FULL TIME (1.0 FTE) OFFICE ASSISTANT 2 POSITION AND ONE  
) PART TIME (.50 FTE) TEMPORARY CLINICAL SERVICES  
) SUPERVISOR FOR MENTAL HEALTH SERVICES EFFECTIVE  
) SEPTEMBER 1, 2006 AND APPROPRIATING AN ADDITIONAL  
) \$84,540 IN REVENUE AND EXPENDITURES FOR FY 2006-2007  
) IN FUND 286 DEPARTMENT OF HEALTH & HUMAN SERVICES

WHEREAS, Lane County receives funds through the 2005-2007 County Financial Assistance Agreement to provide mental health services; and

WHEREAS, Oregon Administrative Rules requires Community Mental Health Programs to provide adequate staffing, oversight and mental health services to residents in residential mental health facilities; and

WHEREAS, reinstatement of state mental health funds during the 2003-2005 biennium and the new Children's System Change Initiative program requires additional office assistant support staff to support the reinstated and newly hired clinical staff; and

WHEREAS, the current Clinical Residential Services Supervisor is a ten hour per week extra help position and does not allow sufficient time to meet all of the requirements of residential supervision; and

WHEREAS, establishment of a Temporary Clinical Services Supervisor position at .50 FTE during the remainder of fiscal year 2006-2007 will allow time to evaluate the need for a part time or full time position.

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners establish one full-time (1.0 FTE) Office Assistant 2 position and one part time (.50 FTE) Temporary Clinical Services Supervisor position for mental health services effective September 1, 2006 and appropriate an additional \$84,540 in revenue and expenditures for FY 2006-2007 in Fund 286 Department of Health & Human Services.

DATED this \_\_\_\_ day of September, 2006

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Bill Dwyer, Chair  
Lane County Board of Commissioners

