



# COUNTY ADMINISTRATOR

220 NORTH MAIN STREET, P.O. BOX 8645

ANN ARBOR, MICHIGAN 48107-8645

(734)996-3055

FAX (734)994-2592

TO: Barbara Levin Bergman, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Kathleen Reynolds, Director  
Community Mental Health

DATE: September 2, 1998

SUBJECT: Hiring a Program Administrator above mid-point of the pay range

## **BOARD ACTION REQUESTED:**

Approval of hiring Dennis R. Kaufman as Program Administrator for Community Mental Health - Adult Services, grade 32, non-union, at an annual salary of \$60,000.

## **BACKGROUND:**

The Program Administrator position at Adult Services has been vacant since April, 1998. During that time a staff committee was established to interview and provide feedback to the Director of Community Mental Health regarding candidates for the position. Over 10 staff members from all levels of the organization participated on the interview committee.

The Committee received training in Behavior Based Interviewing. With the help of a consultant the staff

committee developed an interviewing protocol that focused on key skills necessary for the position. The top two candidates from the staff interviews received a second interview with Kathleen Reynolds and Rob Ponitz. Mr. Kaufman emerged as the top candidate from both sets of interviews.

## **DISCUSSION:**

Mr. Kaufman is currently the Deputy Director of Lenawee County Community Mental Health and has over 18 years experience in Michigan's Community Mental Health System. He has detailed knowledge of the managed care environment that will exist on October 1, 1998. He has extensive experience in the management of Community Mental Health services including the development and management of budgets. He has participated in state-wide managed care training and assisted in the managed care preparation of Lenawee Community Mental Health.

He is experienced in human resources management and provider network development. He has well developed relationships with the University of Michigan having served as the liaison between his organization and the University for over nine years. He will be able to immediately join and participate in the planning for the Integrated Health Care Pilot Project.

Mr. Kaufman is currently making \$58,500.

## **IMPACT ON HUMAN RESOURCES:**

Mr. Kaufman will fill the vacant Program Administrator position in Adult Services. The Position Control number is 98-3213-0004.

## **IMPACT ON BUDGET:**

No impact on budget. The position is currently budgeted for and Mr. Kaufman will make less than his predecessor.

## **IMPACT ON INDIRECT COSTS:**

No impact on indirect costs.

**A RESOLUTION APPROVING THE HIRING OF DENNIS R. KAUFMAN IN THE POSITION OF COMMUNITY MENTAL HEALTH ADULT SERVICES PROGRAM ADMINISTRATOR AT AN ANNUAL SALARY OF \$60,000, GRADE 32, GROUP 32**

# WASHTENAW COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 16, 1998

WHEREAS, Dennis R. Kaufman has emerged at the top candidate in a four month search for a Program Administrator for Community Mental Health Adult Services; and

WHEREAS, Dennis Kaufman, significantly exceeds the minimum qualifications for the position; and

WHEREAS, Dennis Kaufman has 18 year experience in Community Mental Health and significant background in managed care; and

WHEREAS, Dennis Kaufman is currently earning \$58,500; and

WHEREAS, this matter has been reviewed by the Community Mental Health Board, Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office and the Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the hiring of Dennis R. Kaufman in the position of Community Mental Health Adult Service Program Administrator at an annual salary of \$60,000 of Grade 32, Group 32.

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