



COUNTY ADMINISTRATOR
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TO: Al Robinson, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Kathleen Reynolds, Director
Community Mental Health

DATE: September 6, 2000

SUBJECT: Resolution to Approve Hiring Kelly Norman as a Psychiatric
Emergency Services Professional for the Washtenaw County Jail
above midpoint at Grade 21 Step 6, \$37,811.

BOARD ACTION REQUESTED:

The Board is requested to approve hiring Kelly Norman as a Psychiatric Emergency Services Professional for the Washtenaw County Jail above midpoint at a Grade 21 Step 6, \$37,811.

BACKGROUND:

Over the past year Community Mental Health and the County Jail have been working to provide more comprehensive, coordinated mental health services for inmates. CMH currently provides psychiatric services, post booking diversion and other consultative services. The final piece of the program is the hiring of a Psychiatric Emergency Services Professional to perform suicide assessments, assist with psychiatric hospitalization assessments and other psychiatric emergencies at the jail.

DISCUSSION:

The Psychiatric Emergency Service Professional position for the jail has been posted twice in an effort to secure a highly skilled, experienced professional to perform these critical services. Ms. Norman comes with years of mental health crisis management experience, including six years of part time work with the current emergency services program at CMH. Her familiarity with the County, with the Mental Health Code and this population make her eminently qualified for this position. This person will be on call to

perform these assessments when needed and needs to have significant professional experience, impeccable judgment and be able to work independently.

The job description itself calls for at least three years of work experience and a master's degree. Ms. Norman has 10 years of experience, sound clinical skills and is the only viable candidate from the second round of applications. If we are unable to match Ms. Norman's current salary with the Step 6 hire, we would need to repost. This critical position in the jail system and the collaborative program needs to be filled as soon as possible.

Finally, by filling this position we expect to be able to offset or reduce some costs to the jail and CMH for current services. Presently, a person requiring hospitalization and/or a suicide assessment must be transported to Psychiatric Emergency Services at the University of Michigan Emergency Room. By bringing the trained professional to the jail, officers will rarely have to transport inmates to the Psychiatric Emergency Room.

IMPACT ON HUMAN RESOURCES:

This action affects only Ms. Norman and has no other effect on Human Resources.

IMPACT ON BUDGET:

Funding is available for this position at this rate.

IMPACT ON INDIRECT COSTS

None.

IMPACT ON OTHER COUNTY DEPARTMENTS OR AGENCIES:

None.

CONFORMITY TO COUNTY POLICIES:

This action conforms with all appropriate County policies.

ATTACHMENTS:

Ms. Norman's vitae.

A RESOLUTION AUTHORIZING THE HIRING OF KELLY NORMAN AS A
PSYCHIATRIC EMERGENCY SERVICES PROFESSIONAL FOR THE WASHTENAW
COUNTY JAIL ABOVE MIDPOINT AT A GRADE 21 STEP 6, 37,811

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 6, 2000

WHEREAS, Washtenaw County Community Mental Health and the Washtenaw County Jail have been collaborating to provide comprehensive mental health services to all inmates; and

WHEREAS, that collaboration resulted in the development and posting of a Psychiatric Emergency Services Professional position; and

WHEREAS, that position has been posted twice in an effort to find a qualified candidate; and

WHEREAS, Ms. Kelly L. Norman has been interviewed and brings exceptional credentials to the position; and

WHEREAS, the department has budgeted the funds necessary for this position and it results in no increase in the budget; and

WHEREAS, the Board of Commissioners must approve instep hiring of personnel beyond that of midpoint of the pay grade when experience and salary requirements of the candidate and market conditions warrant; and

WHEREAS, this matter has been reviewed by Washtenaw County Community Mental Health, Washtenaw County Jail, County Administration, the Finance Department, Human Resources, Corporation Counsel and the Washtenaw County Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the hiring of Kelly Norman as a Psychiatric Emergency Services Professional for the Washtenaw County Jail above midpoint at a Grade 21 Step 6, \$37,811