



COUNTY ADMINISTRATOR  
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TO: Wesley Prater  
Chair, Ways and Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Kathleen Reynolds, Director  
Washtenaw Community Health Organization

DATE: August 4, 2004

Re: Resolution creating 3.0 FTE's WCHO Administrator positions to  
lease to the WCHO

**BOARD ACTION REQUESTED:**

The Board is asked to approve the creation of 3.0 FTE, Grade 33 WCHO Administrator positions to lease to the Washtenaw Community Health Organization

**BACKGROUND:**

When the Washtenaw Community Health Organization (WCHO) was formed in fiscal year 2000, the Administrative staff of the Community Mental Health Center was divided between the administrative functions and the direct care functions. The administrative functions are now the responsibility of the Washtenaw Community Health Organization while direct care is under the Washtenaw County Community Support and Treatment Services. Each entity funds its positions from its own budget. To facilitate the transition, there were no changes to the job descriptions and/or job classifications of any positions leased to the WCHO. It was agreed that all staff would remain in the same positions until the actual roles and functions of the WCHO were solidified.

Over the past four years the WCHO has expanded its vision of becoming an organization providing integrated health services including mental health, substance abuse and, with its partnership with the University of Michigan, physical health care. In addition, the WCHO has a contractual agreement with the State of

Michigan as the Regional Prepaid Inpatient Health Plan encompassing the counties of Lenawee, Livingston, Monroe and Washtenaw. This regionalization has resulted in an increased budget of \$107 million dollar.

**DISCUSSION:**

The WCHO has grown from a single-county organization providing mental health and substance abuse services to a four-county region with a vision of providing integrated health care with 100% access and parity. During this development, a number of WCHO staff have accepted additional responsibilities and much larger spans of control. Currently, several non-union staff are performing similar job responsibilities while in three different job classifications. The WCHO has worked with Human Resources and Labor Relations to reconfigure the WCHO Administrative Team from five levels of administrative staff to a more efficient three level system.

The three-level administrative system is composed of the Executive Director, Administrators, and Division Managers. The three Administrators have leadership responsibilities for Clinical Coordination, Compliance and Performance Improvement, and Finance and Infrastructure. Many of these responsibilities include areas of the regionalization which are partially funded by the regional partners. The increases for these positions will be covered by this regional administrative fee. Positions currently filled by these staff will be used for the next level, Division Managers, and will be filled by other staff in this organization.

**IMPACT ON HUMAN RESOURCES:**

Create three (3) FTE Grade 33 WCHO Program Administrators.

**IMPACT ON BUDGET:**

The net impact of these position changes is approximately \$16,000 on an annual basis. This expense was included in the budget plan for this fiscal year and was approved by the WCHO Board.

**IMPACT ON INDIRECT COSTS:**

None

**IMPACT ON OTHER COUNTY DEPARTMENTS OR AGENCIES:**

None

**CONFORMITY TO COUNTY POLICIES:**

This action conforms to all appropriate County policies.

**ATTACHMENTS:**

None

A RESOLUTION TO APPROVE THE CREATION OF 3.0 FTE WCHO  
ADMINISTRATOR POSITIONS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

August 4, 2004

WHEREAS, Washtenaw Community Health Organization has reorganized its administrative team to a more efficient and effective model: and

WHEREAS, the reorganization requires the creation of 3.0 FTE WCHO Administrator Positions resulting in a \$16,368 increase in staffing; and

WHEREAS, the WCHO has the funding for these positions from administrative funding from its regional affiliation; and

WHEREAS, this matter has been reviewed by the Washtenaw Community Health Organization, 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 creation of the following positions and approves the attached job description:

<u>Position #</u>	<u>Position Title</u>	<u>Grade</u>	<u>Grp</u>	<u>Create</u>
<b>3359-0001</b>	WCHO Administrator	33	32	1.0
<b>3359-0002</b>	WCHO Administrator	33	32	1.0
<b>3359-0003</b>	WCHO Administrator	33	32	1.0