



COUNTY ADMINISTRATOR
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TO: Jeff Irwin
Chair, Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Kathleen Reynolds, Director
Washtenaw Community Health Organization

DATE: March 15, 2006

SUBJECT: Authorization to Create and Eliminate Positions for WCHO

BOARD ACTION REQUESTED:

The Washtenaw Community Health Organization requests the Washtenaw County Board of Commissioners create and eliminate positions that will be leased to the WCHO.

BACKGROUND:

The Washtenaw Community Health Organization (WCHO) is the regional Pre-paid Inpatient Health Plan (PIHP) with Medicaid mental health service oversight responsibilities in Lenawee, Livingston, Monroe and Washtenaw Counties. The WCHO, which had been managing the state funding for Washtenaw County mental health services for several years, began to receive and manage all of the Medicaid funding for the four county areas in October 2003. To date the WCHO has provided support for the affiliation at a rate of 1.03% per year.

A clear value of the regional affiliation has been to contain costs and create positions only when there is a clear, defined need and set of responsibilities. The WCHO has assumed responsibility for the provision of all recipient rights responsibilities in the region.

The WCHO has also taken steps to reorganize the Health Services Access Department in order to achieve the vision for an integrated model that includes mental health, substance abuse and public health screening and information services. The Health Services Access Professional staff position was created and is filled by Master's prepared social workers as well as nurses with medical, mental health and substance abuse treatment experience. In addition, a Program Administrator position was created

and filled last year to oversee the clinical services of the WCHO, including Health Services Access.

The WCHO has also been very active in pursuing local, state and federal grant opportunities and has hired contractual grant writing consultants over the past two years to complete the grant writing functions. The WCHO would now like to create a permanent position to oversee all grant writing responsibilities.

DISCUSSION:

The Community Mental Health (CMH) Partnership of Southeast Michigan has emerged as one of the strongest, most effective regional affiliations in the state. The WCHO and the Southeast Partnership have reorganized functions and departments to create better value, reduce costs and/or provide a more effective and efficient operational process. Livingston County CMH has requested the placement of a second 1.0 FTE Recipient Rights Officer for their county. The creation of this position for Livingston County Recipient Rights is consistent with the effective operation of that service across the region.

The WCHO has recently reorganized the clinical services area to include a Program Administrator who has assumed overall responsibilities for Health Services Access. A final piece of completing the reorganization in Access is to eliminate a 1.0 FTE Health Services Supervisor position and create a 1.0 FTE Service Coordinator position to work more closely with staff on a day to day basis in handling the services in Access. The creation of the 1.0 FTE Service Coordinator position in Health Services Access will continue to move the WCHO toward the vision of integrated care. The Service Coordinator will provide the Program Administrator with assistance in coordinating and monitoring day-to-day work processes, provide direct services to department customers and represent the WCHO to the community, other County departments, outside agencies and other interested parties in such a way that an understanding of customers' needs are fostered. The WCHO also has a second 1.0 FTE Health Services Supervisor position that has never been filled and is no longer needed.

Finally, the WCHO has found itself in a nearly constant stream of grant writing activities. Given the current volume and potential revenue available through grants the WCHO would like to establish a permanent, 0.5 FTE Management Analyst position to coordinate all grant writing activities. This position should pay for itself within the next two years with the successful attainment of 2-3 grants.

IMPACT ON HUMAN RESOURCES:

This action will result in the creation of two (2) 1.0 FTE status positions and one (1) 0.50 FTE status position and the elimination of two (2) 1.0 FTE status positions for a net increase of .50 FTE positions. One of the two (2) 1.0 FTE Health Services Supervisor positions being eliminated is currently occupied by an employee. The elimination of this position will create a bumping situation within the County which could result in the layoff of one employee.

IMPACT ON BUDGET:

The elimination of the two (2) 1.0 FTE Health Services Supervisor positions reduces expenditures by \$153,371. The creation of the 1.0 FTE Recipient Rights Officer, 1.0 FTE Service Coordinator, and the 0.5 FTE Management Analyst positions will increase expenditures by \$168,660. However, the increased funding from Livingston County will be in the amount of \$63,999.

The net impact on the WCHO budget will be a reduction of \$48,710.

IMPACT ON INDIRECT COSTS:

None

IMPACT ON OTHER COUNTY DEPARTMENTS OR AGENCIES:

If bumping occurs due to the elimination of the 1.0 FTE Health Services Supervisor position, which is currently occupied, other County departments could be impacted.

CONFORMITY TO COUNTY POLICIES:

This action conforms to all appropriate County policies.

ATTACHMENTS:

None

A RESOLUTION CREATING A 1.0 FTE GRADE 25 SERVICE COORDINATOR POSITION, A 1.0 FTE GRADE 27 RECIPIENT RIGHTS OFFICER, A 0.5 FTE GRADE 27/29 MANAGEMENT ANALYST POSITION AND ELIMINATING 2.0 FTE GRADE 77 HEALTH SERVICES SUPERVISOR POSITIONS WITHIN THE WCHO

WASHTENAW COUNTY BOARD OF COMMISSIONERS

MARCH 15, 2006

WHEREAS, Washtenaw Community Health Organization continues to develop as a regional, public managed care entity; and

WHEREAS, WCHO has identified the need to align certain positions to assure that they are staffed with appropriately qualified individuals to meet the administrative managed care needs of consumers; and

WHEREAS, Livingston Community Mental Health Authority is in need of a second Recipient Rights Officer position and has approved payment for that position to be within the WCHO; and

WHEREAS, the WCHO has the need for an individual to coordinate its grant writing responsibilities; and

WHEREAS, the WCHO is no longer in need of 2.0 FTE Health Services Supervisor positions; and

WHEREAS, the WCHO has the funds necessary for this position either through the reduction in other positions and/or revenue from Livingston County Community Mental Health Authority and it results in a net decrease in the expenditures; 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 and elimination of the following positions:

<u>Position #</u>	<u>Position Title</u>	<u>Grade</u>	<u>Group</u>	<u>Create</u>	<u>Eliminate</u>
7740-0014*	Health Services Supervisor	77	10		1.0
7740-0026	Health Services Supervisor	77	10		1.0
2527-0035	Service Coordinator	25	11	1.0	
2719-0082	Management Analyst I/II	27/29	32	0.5	
2728-0009	Recipient Rights Officer I/II	27/29	32	1.0	

* Effective date of elimination 3/31/06