

RESOLUTION NO.: 12—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 Recently, coordinators of the Mental Health Court and Drug and Alcohol Treatment Court
2 requested to review the current administration and oversight of the treatment courts and
3 consider moving the two courts overseen by the Health and Human Services Department
4 into the Criminal Justice Treatment Services (CJTS) Department. After studying the
5 current treatment court structure and meeting with staff, administrators, and judges, it was
6 determined that there would be significant efficiencies and savings by moving all of the
7 treatment courts under the CJTS Department. A few of the efficiencies identified include:
8 coordinators could back each other up more efficiently if they all worked for the same
9 department; assessment decisions for placement of participants in the most appropriate
10 treatment court could be done quicker and more efficiently; grant resources could be more
11 efficiently managed by a single department.

12
13 This resolution approves moving the Mental Health Court and staff from the current
14 Health and Human Services cost center to a new cost center under CJTS.

15
16 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
17 Committee recommends adoption of the following resolution.

18 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year
19 Table of Organization request to move one (1) full-time Mental Health Court Coordinator position from
20 the Health and Human Services Mental Health Table of Organization to the Criminal Justice Treatment
21 Services Table of Organization along with the related budget adjustments for 2023, as noted on the
22 attached Out Of Budget – Position Cost Center Change Form, Job Description, Table of Organization,
23 and fiscal note, which by reference are made a part hereof, and

24 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
25 this resolution to the Outagamie County Executive, the Outagamie County Human Resources Director,
26 the Outagamie County Finance Director, the Outagamie County Health and Human Services Director, and
27 the Outagamie County Criminal Justice Treatment Services Director.

28 Dated this ____ day of May 2023
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Respectfully submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Curt Konetzke

Sara MacDonald

Ryan Ferguson

Joe Santonato

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUT OF BUDGET - POSITION COST CENTER CHANGE FORM			
Completion Checklist			
<ul style="list-style-type: none"> o A visual of proposed Table of Organization o Fiscal Note 			
Request Details			
Effective Date of Requested Change: <small>Note: must be beginning of pay period</small>		4/23/2023	
Position Title:		Mental Health Court Coordinator	
Current Department:		HHS Mental Health	
Current Department Head:		John Rathman	
Current Cost Center Number:		2066590	
New Department:		Criminal Justice Treatment Center	
New Department Head:		Bernard Vetrone	
New Cost Center Number:		1009105	
Is this position full time or part time? <small>(If more than one position, use the worksheet for Multiples)</small>		Full Time:	Yes
		Part Time:	
Employee(s) Impact By Change	Employee Name	Employee #	New Supervisor
	VACANT		Beth Robinson
Position Justification			
Briefly summarize why this change is needed, as well as areas of revenue and savings.			
<p>For the past ten years, the Department of Health and Human Services has overseen the coordination of both the Mental Health and the Drug and Alcohol Treatment courts for the county. During this time period a Veterans Treatment Court and Safe Streets Treatment Options Program were also started and overseen by the Criminal Justice Treatment Services (CJTS) Department. Over the years, we have identified how important it is to have close coordination between all of the counties treatment courts and it has also become vital for all of the treatment courts to have close alignment to the Treatment, Alternatives and Diversion (TAD) grant funding that the county receives.</p> <p>Recently coordinators of the Mental Health and Drug and Alcohol Treatment courts asked if we would review the present administration and oversight of the treatment courts and consider moving the two courts overseen by Health and Human Services into the Criminal Justice Treatment Services (CJTS) Department. After studying our current treatment court structure and meeting with staff, administrators and Judges, we have identified that there would be significant efficiencies and savings by moving all of the treatment courts to the Criminal Justice Treatment Services (CJTS) Department. Just a few examples of the efficiencies identified include; that coordinators could back each other up more efficiently if they all worked for the same department, that assessment decisions for placement of participants in the most appropriate treatment court could be done quicker and more efficiently, and that grant resources could be more efficiently managed by a single department.</p> <p>As a result of this work, we are requesting that a county board resolution be drafted that would move the Mental Health Treatment Court cost center and the Drug and Alcohol Treatment Court cost center from Health and Human Services to Criminal Justice Treatment Services effective January 1, 2023, and that in addition, we would request the transfer of one full-time Drug and Alcohol Treatment Court Coordinator position be transferred from Health and Human Services to Criminal Justice Treatment Services effective April 23, 2023.</p>			
Fiscal Data			
How will this position be funded (choose from drop-down list)?			
PROJECTED 2023 EXPENDITURES NEW COST CENTER - Amounts must agree to amounts included in the proposed budget.			

Salary	\$	71,835
Fringe Benefits	\$	33,600
Travel/Training	\$	1,142
Supplies - IT		
Supplies - Other	\$	974
Purchased Services - IT		
Purchased Services - Other	\$	36,550
Allocated Applied Expense	\$	507
Allocated Applied Credit	\$	(65,864)
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	78,744
COST SAVINGS OR INCREASED REVENUES NEW COST CENTER:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
MH UA Fees	\$	76
MH Court Fees	\$	1,045
TOTAL COST SAVINGS/REVENUES	\$	1,121
NET COUNTY COST (Levy/Fund Bal)	\$	77,623
PARTIAL YEAR FUNDING - ANNUAL PROJECTION - NEW COST CENTER		
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:		
Salary		
Fringe Benefits		
Other Expenditures	\$	-
TOTAL EXPENDITURES	\$	-
Less Increased Revenue/Cost Savings (enter as negative)	\$	-
NET COUNTY COST (Levy/Fund Bal)	\$	-

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Mental Health Court Coordinator (DHHS-MH)

Class Code: 6600-10

Bargaining Unit:

OUTAGAMIE COUNTY
Established Date: Sep 12, 2017
Revision Date: Dec 23, 2020

SALARY RANGE

\$65,666.00 - \$82,472.00 Annually

POSITION PURPOSE:

Reporting to the Manager of the Mental Health & AODA and working closely with the court system and community resources, the Mental Health Court Coordinator performs administrative work and plans, organizes, coordinates, and monitors activities of the Outagamie County Mental Health Court (MHC). Work involves providing services in office, at clients' homes and in the community and may require work outside of standard hours and occasional travel.

KEY RESPONSIBILITIES:

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates the activities of the Outagamie County Mental Health Court including screenings, referrals, assisting in determining eligibility, leading and coordinating staffing and activities, making referrals, providing direct case management and coordinating treatment services.
- Reports all necessary Mental Health Court data to Health and Human Services, the State Office of Justice Assistance, and other stakeholders as required.
- Obtains information from clients, family members, and other agencies to assess needs or degree of dysfunction, establishes goals, develops and coordinates individual case plans; and monitors established service plans.

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- Conducts face-to-face assessments with individuals in their homes or in the community or other locations.
- Identifies, through case management and/or intake services, individual needs which include medical, psychological, vocational, social, familial and daily living spheres.
- Develops and implements a case management system to ensure compliance with program guidelines, administers urine analysis tests and treatment compliance and progress toward participants' goals.
- Makes psychosocial assessments of clients, family dynamics, environment, medical and psychological history, and formulates individualized outcome based treatment plans. Completes the Long-Term Functional Screen for individuals seeking services through the Mental Health Court as needed.
- Makes home, office and community contacts with clients as required to monitor participant's progress, adjustment, medication compliance and general stability.
- Manages individuals who may have a severe and persistent mental illness and co-occurring disorders within a recovery team model with a focus on long term supportive therapy, symptom management, medical management, daily living skills training and community integration, providing ongoing coordination with established outcome based treatment plans.
- Observes and evaluates emotional and physical needs of clients, providing ongoing symptom and medication side effect assessments, and confers with medical staff regarding observations.
- Assists in the development, implementation and monitoring of service plans for individuals.
- Transports and escorts consumers to meetings, services, appointments and other activities as needed.
- Provides protection and advocacy services.
- Refers participants to contracted treatment agencies best suited for their needs. Collaborates with treatment providers to ensure community resources and service needs match desired program outcomes.
- Maintains knowledge of vocational, housing and other community resources.
- Maintains cooperative relationships with treatment agencies, community organizations, probation departments and other agencies represented on the Mental Health Court team.
- Documents contacts and services, prepares reports and other written materials and complies with all recordkeeping requirements.
- Maintains accurate records and prepares reports and documentation for court proceedings.
- Maintains readiness to assist colleagues in managing psychiatric and/or medical emergencies experienced by a client.
- Provides support as necessary for individuals and/or family or significant others in individual, conjoint and group formats.
- Provides individuals and family members with information regarding services available from county, state and federal agencies, provides intervention for patients by directly

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administering therapeutic activities, making referrals or requesting additional services as appropriate.

- Provides individuals and family members with information regarding services which best meet their needs and desires.
- Provides presentations to the county, various committees, to other agencies and to the general public.
- Stays abreast of current research with treatment courts and organizes and coordinates training for the Mental Health Court team.
- Facilitates Mental Health Court program processes and operations while being responsible for program efficiency.
- Reviews and prepares grants and other funding applications to support the Mental Health Court.
- Consults with court judge(s) on a wide range of organizational and managerial issues including but not limited to Mental Health Court efficiency and internal and external quality assurance.
- Researches the best evidence-based approach in the implementation of treatment services of Mental Health Court participants.
- Identifies needs in the service delivery system and participates in program development initiatives.
- Attends unit and other meetings as required.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned or required.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- Master's Degree in behavioral science or a related field.
- 3 - 5 years experience diagnosing and providing therapy; experience developing and facilitating treatment groups, knowledge of Evidence Based Treatments, and knowledge of cultural issues relating to Mental Health concerns.
- Knowledge and experience in assessing and treatment of alcohol and other drug abuse issues beneficial to this position.
- Must have demonstrated abilities to be an effective team member and work in a multi-disciplinary team within an Integrated Services model, to be aware of and use community resources, community relations skills, organizational skills, time management skills and have experience managing the demands of crisis intervention.

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REQUIRED OR PREFERRED SKILLS:

- Knowledge of and ability to provide case management and coordination for individuals with severe and persistent mental illness and dual diagnoses
- Knowledge, skill and ability to provide crisis intervention service.
- Knowledge of available community resources for the consumer groups.
- Knowledge of and experience in the clinical area of alcohol and other drugs.
- Knowledge of and experience in urine analysis collection and testing.
- Ability to establish and maintain effective working relationships with clients, other employees, representatives from community resource groups, contract agencies and the general public.
- Ability to manage treatment within the continuum of services available for mentally ill and chemically dependent clients with an emphasis on provision of services in the least restrictive setting and objectively evaluate progress towards goals and timetables.
- Ability to work cooperatively in a system-wide program setting.
- Ability to speak effectively in public settings and prepare written reports.
- Ability to work independently.
- Ability to adhere to professional ethics and standards.
- Ability to use and interpret medical, legal and counseling terminology.
- Ability to work the allocated hours of the position.
- Knowledge of and demonstrated ability to conform to goals, policies and procedures of the department as well as the Outagamie County Work Rules and Terms of Employment.
- Ability to operate a variety of office equipment including personal computer, photocopier, calculator and telephone.
- Ability to transport oneself from location to location in an efficient and expedient manner.
- Skill in organization including paperwork, time management and prioritization of crisis demands.
- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client charts, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- Ability to prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters

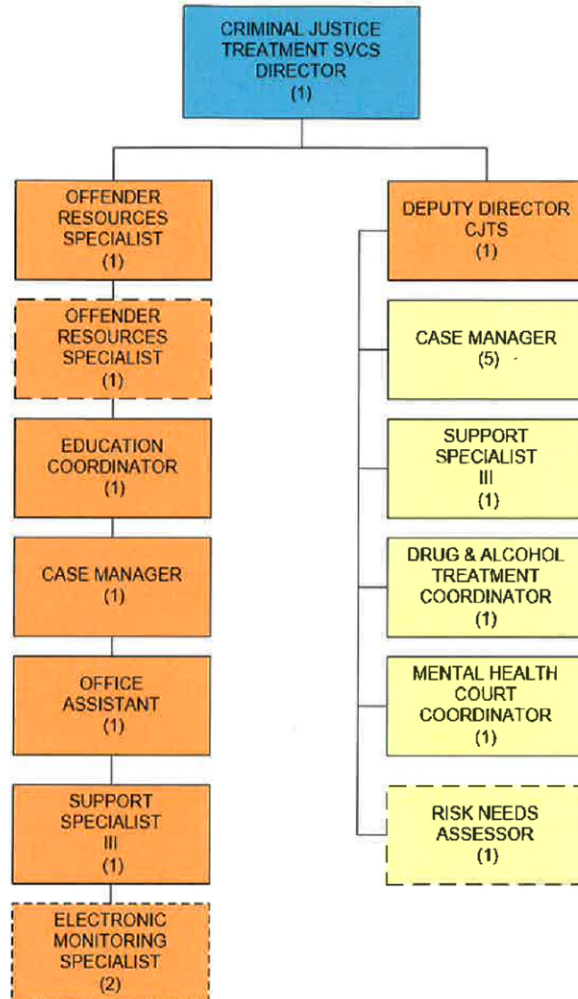
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and other correspondence, etc.

- Ability to communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians and other medical professionals, attorneys, human services personnel, school personnel and others verbally and in writing.
- Knowledge of the service delivery system.
- Knowledge of drug and alcohol diseases and mental illnesses, dependent on assignment, the effects on individuals and families and the resources available within the community.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.



FUND: GENERAL 100 COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.
 DEPARTMENT NAME: CRIMINAL JUSTICE TREA COST CENTER NUMBER: 1009100

<u>POSITION COUNT</u>	<u>2019</u>		<u>2020</u>		<u>2021</u>		<u>2022</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
REGULAR POSITIONS:								
ALTERNATIVE TREATMENT COORDINATOR	0	0	0	0	0	0	0	0
CASE MANAGER	5	0	5	0	5	0	5	0
CRIMINAL JUSTICE TREATMENT SVCS DIRECTOR	1	0	1	0	1	0	1	0
DEPUTY DIRECTOR CJTS	1	0	1	0	1	0	1	0
EDUCATION COORDINATOR	1	0	1	0	1	0	1	0
ELECTRONIC MONITORING SPECIALIST	0	2	0	2	0	2	0	2
OFFICE ASSISTANT	1	0	1	0	1	0	1	0
OFFENDER RESOURCE SPECIALIST	1	1	1	1	1	1	1	1
RISK NEEDS ASSESSOR	0	1	0	1	0	1	0	1
SUPPORT SPECIALIST III	1	0	1	0	1	0	1	0
SUPPORT SPECIALIST II	0	1	0	1	0	1	0	1
TOTAL POSITIONS-REGULAR:	<u>11</u>	<u>5</u>	<u>11</u>	<u>5</u>	<u>11</u>	<u>5</u>	<u>11</u>	<u>5</u>
TOTAL ALL POSITIONS:	11	5	11	5	11	5	11	5

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1675), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Department of Health and Human Services Request for Mental Health Coordinator Position Cost Center Change

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

Recently coordinators of the Mental Health and Drug and Alcohol Treatment courts asked to review the present administration and oversight of the treatment courts and consider moving the two courts overseen by Health and Human Services into the Criminal Justice Treatment Services (CJTS) Department. After studying our current treatment court structure and meeting with staff, administrators and Judges, we have identified that there would be significant efficiencies and savings by moving all of the treatment courts to the Criminal Justice Treatment Services (CJTS) Department. Just a few examples of the efficiencies identified include; that coordinators could back each other up more efficiently if they all worked for the same department, that assessment decisions for placement of participants in the most appropriate treatment court could be done quicker and more efficiently, and that grant resources could be more efficiently managed by a single department. An out of budget position cost center change form is being submitted with a request to move the Mental Health Coordinator role from Health and Human Services to CJTS. We are requesting the Mental Health Court be moved from the current Health and Human Services cost center to a new cost center under CJTS.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

- 3. Is the specific cost or revenue included in the current year's budget? yes () no () partially ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a ()
- 5. Is the proposal to accept additional revenues only? yes () no ()
- 6. Does this request modify/adjust the current year budget? yes () no ()
If no, skip to question 8 below.
- 7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

Cost Center Name	Line Item	Account Number Including Cost Center	Amount
Mental Health Court	Salary	2066590.5100	\$ (71,835)
Mental Health Court	Fringe Benefits	2066590.5200	\$ (33,600)
Mental Health Court	Travel and Training	2066590.5300	\$ (1,142)
Mental Health Court	Supplies	2066590.5400	\$ (974)
Mental Health Court	Purchased Services	2066590.5500	\$ (36,550)
Mental Health Court	Allocated Applied Expense	2066590.5900	\$ (507)
Mental Health Court	Allocated Applied Credit	2066590.5940	\$ 65,864
Mental Health Court	MCH UA Fees	2066590.4310.48	\$ 76
Mental Health Court	MH Court Fees	2066590.4310.54	\$ 1,045
Management & Support	Property Tax Levy	2065010.4110	\$ 77,623
Mental Health Court	Salary	1009105.5100	\$ 71,835
Mental Health Court	Fringe Benefits	1009105.5200	\$ 33,600
Mental Health Court	Travel and Training	1009105.5300	\$ 1,142
Mental Health Court	Supplies	1009105.5400	\$ 974
Mental Health Court	Purchased Services	1009105.5500	\$ 36,550
Mental Health Court	Allocated Applied Expense	1009105.5900	\$ 507
Mental Health Court	Allocated Applied Credit	1009105.5940	\$ (65,864)
Mental Health Court	MCH UA Fees	1009105.4310.48	\$ (76)
Mental Health Court	MH Court Fees	1009105.4310.54	\$ (1,045)
General Fund Reserves	Property Tax Levy	1000100.4110	\$ (77,623)
	Net Budget Impact		\$ -

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue?


yes () no () n/a (X)

9. What is the anticipated annual and/or long-term cost or revenue impact?

Annual Cost _____

Annual Revenue _____

Fiscal Note Prepared by: Betty Gehring

For Financial Services purposes only							
Reviewed By: 	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <table border="1"> <thead> <tr> <th>Detail Expenditures Account Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Detail Expenditures Account Number	Amount	_____	_____	_____	_____
Detail Expenditures Account Number		Amount					
_____	_____						
_____	_____						
Date: 4/17/23							
Comments:							