

W. T. A.

AGENDA COVER MEMO

AGENDA DATE: November 10, 2004
TO: Board of County Commissioners
DEPARTMENT: Health & Human Services
PRESENTED BY: Rob Rockstroh



AGENDA TITLE: ORDER _____ / IN THE MATTER OF ESTABLISHING ONE PART-TIME (.50 FTE) TEMPORARY DEVELOPMENTAL DISABILITIES SPECIALIST POSITION EFFECTIVE NOVEMBER 1, 2004 AND APPROPRIATING AN ADDITIONAL \$27,420 IN REVENUE AND EXPENDITURES FOR FY 2004-2005 IN FUND 286 DEPARTMENT OF HEALTH & HUMAN SERVICES

I. MOTION

ORDER _____ / In the Matter of Establishing One Part-Time (.50 FTE) Temporary Developmental Disabilities Specialist Effective November 1, 2004 and Appropriating an Additional \$27,420 in Revenue and Expenditures for FY 2004-2005 in Fund 286 Department of Health & Human Services.

II. ISSUE OR PROBLEM

Lane County Developmental Disabilities (LCDD) request a temporary Developmental Disabilities Specialist (DDS) position due to loss of three full-time DDS positions in the last two months. LCDD would like to fill the temporary position as soon as possible in order to mitigate the effects of increased case loads for the remaining specialists.

III. DISCUSSION

A. Background

Over the past several months, Lane County Developmental Disabilities (LCDD) has experienced the loss of three full-time Developmental Disabilities Specialists (DDS). These losses have created a significant increase in the case management duties of the remaining staff and a decrease in service quality of the department. Therefore, LCDD has an immediate, urgent need for a highly qualified and experienced specialist to assist the comprehensive services team for adults with developmental disabilities. This person's responsibilities will include annual planning meetings, case note documentation, site visits, assisting clients in accessing financial and medical benefits and other duties as assigned.

B. Analysis

The temporary Developmental Disabilities Specialist position is to provide much needed relief to existing staff, assist with case loads and provide case management functions to adults with developmental disabilities. The temporary position will be in place while LCDD completes the hiring process to fill the three permanent positions. It is estimated that this process will require more than 520 hours allowed for extra-help.

The full year cost of this position is \$27,420. Department of Human Services (DHS) and Lane County have executed Amendment #30 to the 2003-2005 County Financial Assistance Agreement which awards an additional \$47,610 in Service Element #48, Case Management Services effective September 1, 2004 through June 30, 2005. The department will use a portion of these funds to support this position. The remainder of the funds will be appropriated for other uses at a later date.

C. Alternative / Options

1. To establish one part-time (.50 FTE) temporary Developmental Disabilities Specialist position effective November 1, 2004 and appropriate an additional \$27,420 in revenue and expenditures for FY 2004-2005 in Fund 286 Department of Health & Human Services.
2. Not to establish the position or appropriate the funds. If this position is not established and funds not appropriated, Lane County Developmental Disabilities may not be able to meet the case management functions for Lane County adults with developmental disabilities in a timely manner.

D. Recommendation

To approve the motion stated above.

E. Timing

The position will be established as soon as possible after Board approval.

IV. IMPLEMENTATION / FOLLOW-UP

Upon Board approval, revenues and expenditures will be increased in Health & Human Services and Lane County Human Resources will create a position number and post the position.

V. ATTACHMENT

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION AND ORDER:) IN THE MATTER OF ESTABLISHING ONE-PART TIME (.50 FTE)
) TEMPORARY DEVELOPMENTAL DISABILITIES SPECIALIST
) POSITION EFFECTIVE NOVEMBER 1, 2004 AND
) APPROPRIATING AN ADDITIONAL \$27,420 IN REVENUE AND
) EXPENDITURES FOR FY 2004-2005 IN FUND 286 DEPARTMENT
) OF HEALTH & HUMAN SERVICES

WHEREAS, Amendment #30 to the 2003-2005 County Financial Assistance Agreement adds funding for Case Management Services in the amount of \$47,610; and

WHEREAS, these funds are to be used to deliver case management services to adult with developmental disabilities; and

WHEREAS, Lane County Developmental Disabilities has experienced the loss of three specialist in the last two months; and

WHEREAS, Lane County Developmental Disabilities is in urgent need of a highly qualified and experienced specialist to assist the comprehensive services team for adult with case management functions; and

WHEREAS, Lane County Developmental Disabilities desires to hire a temporary Developmental Disabilities Specialist to mitigate the effects of increased case loads for the remaining specialists.

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners establish one part-time (.50 FTE) temporary Developmental Disabilities Specialist effective November 1, 2004 and appropriate an additional \$27,420 in revenue and expenditures for FY 2004-2005 in Fund 286 Department of Health & Human Services.

DATED this ____ day of November 2004

Bobby Green, Sr., Chair
Lane County Board of Commissioners

APPROVED AS TO FORM

DATE 11/2/04 lane county
Sheidlaw
OFFICE OF LEGAL COUNSEL