

W.G.C.I.

**AGENDA COVER MEMO**

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AGENDA DATE: August 30, 2006  
TO: Board of County Commissioners  
DEPARTMENT: Health & Human Services  
PRESENTED BY: Rob Rockstroh



AGENDA TITLE: ORDER \_\_\_\_\_ / IN THE MATTER OF ESTABLISHING ONE FULL TIME (1.0 FTE) DEVELOPMENTAL DISABILITIES SPECIALIST POSITION FOR LANE COUNTY DEVELOPMENTAL DISABILITIES SERVICES EFFECTIVE SEPTEMBER 1, 2006.

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**I. MOTION**

ORDER \_\_\_\_\_ / In the Matter of Establishing One Full-Time (1.0 FTE) Developmental Disabilities Specialist Position for Lane County Developmental Disabilities Services effective September 1, 2006.

**II. ISSUE OR PROBLEM**

Lane County Developmental Disabilities Services (LCDDS) requests approval to add a full-time Developmental Disabilities Specialist position. LCDDS would like to fill the position as soon as possible in order to alleviate the effects of exceptionally high case loads for current DD Specialists. Currently, LCDDS Specialists have 100-140 individuals on their case loads.

**III. DISCUSSION**

A. Background

Insufficient state funding for County case management services has been an issue of concern for many years. Funding for these services has remained essentially constant while case loads and personnel costs have both increased. Effective last fiscal year, the State of Oregon Seniors and People with Disabilities department initiated a new funding mechanism to provide case management funding to counties when individuals are added to county case loads through the crisis diversion process or by moving from one Oregon county to another Oregon county. Currently, LCDDS Specialist's case loads are among the highest in the State of Oregon and can be as high as 140 individuals per DD Specialist.

DD Specialist duties include: reviewing client's service needs and service provider's programs, assessing client's needs to develop a comprehensive service plan with long-term goals, short-term objectives and measurable outcomes. Specialists monitor services provided to clients, maintain detailed and accurate records of all client evaluations, progress notes and other necessary information. Specialists also provide protective service documentation and placement, and serve as liaisons with law enforcement and court personnel.

B. Analysis

The Developmental Disabilities Specialist position will provide much-needed relief to existing staff and will provide case management functions to approximately 80 individuals with developmental disabilities. The Department of Human Services (DHS) and Lane County have concluded amendments to the 2005-2007 County Financial Assistance Agreement which have awarded adequate new case management funds for FY 06-07. These funds were appropriated in the FY 06-07 Adopted budget, though the position was not created at that time. As individuals become enrolled in services, additional funding is expected to be received through the end of this fiscal year.

C. Alternative / Options

1. To establish one full-time (1.0 FTE) Developmental Disabilities Specialist position for Lane County Developmental Disabilities Services effective September 1, 2006.
2. Not to establish one full-time (1.0 FTE) Developmental Disabilities Specialist position for Lane County Developmental Disabilities Services service. If this position is not established, Lane County Developmental Disabilities will continue to struggle to meet the case management functions for Lane County individuals with developmental disabilities in a timely and effective manner.

D. Recommendation

To approve the motion stated above.

E. Timing

This position will be established after Board approval with the effective date of September 1, 2006.

**IV. IMPLEMENTATION / FOLLOW-UP**

Upon Board approval, an administrative transfer will move funds from miscellaneous payments to personnel and benefits and Lane County Human Resources will create a position number and post this position.

**V. ATTACHMENT**

Board Order

**THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**RESOLUTION AND ORDER:** ) IN THE MATTER OF ESTABLISHING ONE FULL-TIME (1.0 FTE)  
) DEVELOPMENTAL DISABILITIES SPECIALIST POSITION FOR  
) LANE COUNTY DEVELOPMENTAL DISABILITIES SERVICES  
) EFFECTIVE SEPTEMBER 1, 2006.  
)  
)

WHEREAS, Lane County Developmental Disabilities (LCDDS) receives funds from the State of Oregon to provide case management services to eligible individuals; and

WHEREAS, LCDDS uses Developmental Disabilities Specialist positions to perform the duties of case management and coordination; and

WHEREAS, LCDDS desires to establish an additional Developmental Disabilities Specialist position, performing the duties case management; and

WHEREAS, the establishment of this new position is possible due to increase funding provided by the State of Oregon when new individuals enter County services through the crisis diversion process ; and

WHEREAS, funds sufficient to cover the costs of this position were appropriated in the FY 06-07 Adopted Budget; and

WHEREAS, current LCDDS Specialists case loads are exceptionally high.

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners establish one full-time (1.0 FTE) Developmental Disabilities Specialist position for Developmental Disabilities Services effective September 1, 2006.

DATED this \_\_\_\_\_ day of August 2006

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Bill Dwyer, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM  
Date 8/21/06 lane county  
J. Laidlaw  
OFFICE OF LEGAL COUNSEL

**Personnel Changes**

<b>Program</b>	<b>Title/Position Number</b>	<b>FTE Change</b>	<b>Job Code</b>	<b>Effective Date</b>	<b>Position Cost</b>	<b>Benefit Cost</b>
3427100	Developmental Disabilities Specialist	1.0 FTE	B015	9/01/06	\$29,779	\$23,690
<b>TOTAL</b>		1.0 FTE			\$29,779	\$23,690

**Materials and Services Changes**

<b>Program</b>	<b>Line Item</b>	<b>Cost</b>
	<b>TOTAL</b>	
<b>TOTAL ORDER CHANGE</b>		<b>\$53,469</b>