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**AGENDA COVER MEMO**

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AGENDA DATE: July 30, 2008

TO: Board of County Commissioners

DEPARTMENT: Health & Human Services

PRESENTED BY: Rob Rockstroh



AGENDA TITLE: ORDER \_\_\_\_\_ / IN THE MATTER OF ESTABLISHING ONE PART-TIME (.80 FTE) TEMPORARY OFFICE ASSISTANT 2 POSITION FOR METHADONE TREATMENT SERVICES EFFECTIVE AUGUST 18, 2008 (DEPARTMENT OF HEALTH & HUMAN SERVICES ) (04)

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**I. MOTION**

In the Matter of Establishing One Part-Time (.80 FTE) Temporary Office Assistant 2 Position for Methadone Treatment Services Effective August 18, 2008 in the Department of Health & Human Services. (04)

**II. AGENDA ITEM SUMMARY**

The Lane County Methadone Program has a permanent Office Assistant 2 (OA2) position that functions in support of the program. Beginning in July the staff that fills that position will be called away from the program support services to work full time on the Electronic Health Record System (EHR). The additional part-time temporary clerical position is required to support the Methadone Program in her absence.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

A. Board Action and Other History: In May 2006, the Department of Health & Human Services (H&HS) began the process of development and implementation of an EHR in conjunction with Uni/Care, the subcontracted software provider. Development of the EHR has required a substantial commitment of time from staff in various programs within H&HS who interact with clients, services and funding systems.

The current staff filling the Office Assistant 2 position in the Methadone Program has been a member of the EHR development team for over a year. Her knowledge of the service provision, client documentation and service billing system is irreplaceable. While she has been functioning on the

development team for many hours monthly she has also been fulfilling essential tasks to support the function of the Methadone Program.

The development and implementation of the core program training is the next step in the implementation of the EHR. This commitment, beginning July 2008 until early 2009, requires that she work full time with the development team to train 125 other staff to use the system. During that interval, support for the Methadone Program must be provided. Therefore, the program needs a part-time temporary OA2 position to fulfill this need.

B. Policy Issues

There are no administrative policy issues that affect this agenda item.

C. Board Goals

The request for a part-time Temporary Office Assistant 2 relates to the Lane County strategic goal of Resource Planning and Allocation. Specifically, B1: Develop plans for the chief resources applied to deliver County services – human resources. Establishing this temporary position meets the definitions of “Analyzing future workforce needs” and “Identifying actions to assure the workforce capabilities meet future needs.”

D. Financial and/or Resource Considerations

The cost of this position is \$9,807.36. The part-time Temporary Office Assistant 2 will be funded through state grant funds that are dedicated to the Methadone Program.

E. Analysis

The part-time Temporary Office Assistant 2 position will provide key business support functions including but not limited to processing client files (opening and closing), billing for Oregon Health Plan and other insurance carriers for services provided by clinical staff and filing of updated medical records and patient charts. These functions are all necessary to meet the requirements of Oregon Administrative Rules governing clinical reporting requirements for methadone treatment services.

F. Alternative / Options

1. Establishing one part-time (0.80 FTE) Temporary Office Assistant 2 position will allow the Lane County Methadone Program to add necessary temporary support staff to meet clinical reporting requirements and maintain critical clinic functions.

2. Not establishing one part-time (0.80 FTE) Temporary Office Assistant 2 position will result in the Lane County Methadone Program either not maintaining critical clinic functions and clinical reporting requirements or not gaining necessary training on the new EHR.

**IV. TIMING/IMPLEMENTATION**

Upon Board approval, Lane County Human Resources will create the position number and post the position.

**VI. RECOMMENDATION**

The recommendation supported by the Department of Health & Human Services and Lane County Mental Health is as follows:

1. Establish one part-time (0.80 FTE) Temporary Office Assistant 2 position effective August 18, 2008 in the Department of Health & Human Services.

**VII. FOLLOW-UP**

No follow-up actions are anticipated. This temporary position is not expected to be needed beyond January 2009. In addition, the position will terminate at the completion of the 2008-09 fiscal year.

**V. ATTACHMENT**

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION ) ORDER \_\_\_\_\_ / 1 IN THE MATTER OF ESTABLISHING  
AND ORDER: ) ONE PART-TIME (.80 FTE) TEMPORARY OFFICE ASSISTANT 2  
) POSITION FOR METHADONE TREATMENT SERVICES  
) EFFECTIVE AUGUST 18, 2008 (DEPARTMENT OF HEALTH &  
) HUMAN SERVICES )

WHEREAS, Lane County receives funds through the 2007-09 County Financial Assistance Agreement to provide methadone treatment services, a portion of the Lane County Community Mental Health Program; and

WHEREAS, Oregon Administrative Rules requires Community Mental Health Programs to provide adequate staffing, oversight, and services to clients receiving services; and,

WHEREAS, the Department of Health & Human Services has been in the process of deploying an Electronic Health Record System (EHS) which requires substantial dedication of staff time for those staff in key positions essential to the ERS; and,

WHEREAS, deployment of the EHS has proceeded to the stage of training staff in end user positions and this will require a dedicated daily commitment from trainers; and,

WHEREAS, the current staff in the Office Assistant 2 position that supports the Lane County Methadone Program is a trainer who will be required to dedicate her work hours to the EHR rather than support of the Methadone Program during the training period; and,

WHEREAS, the ongoing clerical support of the Methadone Program fulfills statutory requirements for the treatment program; and,

WHEREAS, establishment of a part-time Temporary Office Assistant 2 position at .80 FTE during the 2008-09 fiscal year will allow for continuation of support services to the Methadone Program.

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners establish one part-time (.80 FTE) Temporary Office Assistant 2 position for methadone treatment services effective August 18, 2008 and appropriates an additional .80 FTE in the FY 08-09 Budget in Health & Human Services Fund 286.

DATED this \_\_\_\_\_ day of July, 2008

APPROVED AS TO FORM  
Date 7/22/08 J. Laidlaw Lane County  
OFFICE OF LEGAL COUNSEL

\_\_\_\_\_  
Faye Stewart, Chair  
Lane County Board of Commissioners