

HEALTH SERVICES COMMITTEE  
OFFICE OF COMMUNITY SERVICES/MENTAL HEALTH  
10/24/2022

COMMITTEE MEMBERS: FRASIER, MCDEVITT, HOGAN, BRAYMER, CONOVER, BEATY, GERACI - *The Chair of the Board of Supervisors shall be an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board.*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
  1. Request: Request to fill a vacant position (Deputy Director-Clinical) due to retirement.  
  
Rationale: Lisa Coutu, Deputy Director-Clinical has provided notice of her planned retirement effective 1/2/2023. Request to backfill the position due to retirement.
  2. Request: Request to fill a vacant position (Children and Youth SPOA Coordinator).  
  
Rationale: Request to backfill the position due to promotional opportunity.
- V. Discussion Items:
  1. Youth Behavioral Health Services issues
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments: 1. Resolution Request Form No. 12  
2. Resolution Request Form No. 12

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. *For complete instructions on the procedure to be followed, see the reverse of this form.*

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Mental Health/Office of Community Services Payroll Dept. No: 39.00/A.4310  
Title of Position: Deputy Director-Clinical (COMMUNITY MENTAL HEALTH) Base Salary of Position: \$69,431 Grade: 14  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.4310-110 Salaries Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 10484/ Coutu Date of Vacancy: 01/02/2023  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 11 %  State 32 %  Other 50 % Washington County

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Per 10/18/22  
Human Resources Director has approved this form when initiated: 10/19/22

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10-19-22

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 10/21/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Edna A. Francis Date 10/24/22

## DEPUTY DIRECTOR-CLINICAL (COMMUNITY MENTAL HEALTH)

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for developing and coordinating mental health community services programs to provide a Single Point of Entry for adults with mental illness in need of residential and case management services and a Single Point of Accountability for high risk children, youth and families in need of case management or other children's services. In addition, the position involves responsibility to coordinate the Assisted Outpatient Treatment (AOT) Program, a program for individuals receiving treatment plans under court order. The work involves responsibility for coordinating and managing access to services provided to individuals and monitoring the utilization of services provided to individuals. The incumbent does not provide direct treatment services but is responsible for the oversight of AOT related services being provided by an Intensive Case Management Team. The work is performed under the general direction of the Director of Community Mental Health Services. Leeway is allowed for exercise of independent judgment in carrying out details of the work. Does related work as required

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Develops a single point of entry for residential and case management services for adults, through a triage process that prioritizes access to services using standardized referral information;
- Develops screening and intake processes to identify target population and need for services;
- Identifies and addresses individual service needs by ensuring a comprehensive functional assessment and individualized service plans are developed for each identified high need child and family or individual;
- Ensures that individuals referred for service will be matched to appropriate levels of services based upon the identified individual needs;
- Develops referral process and investigative structures to track down relevant history and documentation from various facilities to determine individual's eligibility for the Assisted Outpatient Treatment Program or related services;
- Monitors service plans of individuals and periodically reassesses the individual's need for a particular level of care or service;
- Develops and maintains information and contacts regarding all available community resources;
- Collects information, prepares and maintains written and statistical computerized data and reports, including a monitoring system to track client treatment compliance and outcomes;
- Consults with Director of Community Services and ICM Coordinator regarding new AOT referrals, status of individuals receiving court ordered treatment or voluntarily accepted services, and presents these to the High Needs Review Team;
- Conducts community and provider education regarding AOT, Single Point of Entry, and Single Point of Accountability;
- Assists in the development of a comprehensive network of service providers to deliver an array of medical, self-help, social, supportive and rehabilitative services;
- Coordinates and participates in collaborative meetings to promote integration across systems and to develop a coordinated effort between the various agencies and systems involved with high-risk/high-need adults, children and families referred for services;
- Assists the Director in the identification, planning, development and implementation of new and expanded programs;
- Responds to crisis calls or inquiries from individuals, families, social services, police and other community agencies and develops a plan, in consultation with the Director, for appropriate response to ensure the safety and well being of individuals and the community;
- Prepares and submits all required reports to the New York State Office of Mental Health;
- Maintains an up-to-date knowledge of mental health services and related issues by keeping abreast of current literature, journals and information from the New York State Office of Mental Health.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of community mental health services programs;  
Thorough knowledge of the fundamental principles and practices, terminology and treatment methods related to mental health assessment and treatment;  
Good knowledge of long- and short-term objectives and priorities of a mental health services system;  
Ability to develop screening and assessment processes for programs;  
Ability to monitor and evaluate program effectiveness;  
Ability to organize and manage a variety of program services;  
Ability to understand and interpret laws, rules and regulations governing local mental health services including assessment and treatment;  
Ability to communicate effectively both orally and in writing;  
Ability to organize and maintain records and files;  
Ability to prepare and maintain program records and reports;  
Ability to establish cooperative relations with the public and staff in other governmental and private agencies;  
Ability to carry out oral and written directions.

**MINIMUM QUALIFICATIONS:**

Master's degree in social work, nursing, psychology or rehabilitation counseling, and four (4) years of experience providing direct patient services or in the administration of a community or state mental health program or facility and current Clinical standards that include at least one (1) of the following:

- A) Certification and registration in New York State as a Certified Social Worker, OR
- B) Licensure and registration in New York State as a Registered Nurse, OR;
- C) Licensure and registration in New York State as a Psychologist, OR
- D) Certification by the Commission on Rehabilitation Counselor Certification as a Certified Rehabilitation Counselor.

**NOTE:** Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Mental Health/Office of Community Services Payroll Dept. No: 39.00/A.4310  
Title of Position: Children and Youth SPOA Coordinator Base Salary of Position: \$65,824 Grade: 13  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.4310-110 Salaries Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 12885/ Wright Date of Vacancy: 01/02/2023  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal <sup>11</sup> %  State <sup>32</sup> %  Other <sup>50</sup> % Washington County

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**  
**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** PCW 10/18/22  
Human Resources Director has approved this form when initialed. AS 10/19/22

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10-19-22

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 10/21/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 10/24/22

## CHILDREN AND YOUTH SPOA COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in the Office of Community Services for Warren and Washington Counties (“Community Mental Health”) with responsibility for overall direction and oversight of the Single Point of Access (“SPOA”) process for children and youth residing in either of the jurisdictional counties. The incumbent serves as the primary Community Mental Health contact for children and youth mental health service system issues. Duties also include acting as clinical liaison to provider agencies and other entities/systems (with child welfare, juvenile justice, and special education). Provision of advocacy will occur at the local, regional and state levels. The incumbent works under the general direction of a higher level administrator with leeway to allow for the exercise of independent judgment. Supervision may be exercised over clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assures access to care, performing evidence based screening/assessment tools to determine level of need and level of care for services in the network;  
Meets with child/youth and family to determine needs and concerns;  
Assists children, youth and families in navigating a developing system of managed care service delivery;  
Makes referrals to children’s health homes and HCBS waiver services;  
Performs initial service planning;  
Complete data entry to secure data bases and web portals as directed by State and/ or regulatory agencies;  
Facilitates and/or attends individual care planning meetings for identified children and youth;  
Participates in county based, regional and state planning meetings;  
Provides utilization review of services as needed/required;  
Tracks data related to performance and quality of services provided to children and youth in the county;  
Attends cross system meetings in the county;  
Tracks utilization of services and provides gap analysis of the service network;  
Acts as liaison with local and state operated inpatient facilities serving Warren and Washington County youth;  
Does related duties as required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of current standards, practices and procedures involved in the delivery of children/youth mental health services;  
Thorough knowledge of current standards, practices and procedures relating to relevant treatment and current clinical practices and processes;  
Thorough knowledge of Federal, State and local laws relating to SPOA process as relates to youth;  
Good knowledge of cross system dynamics, regulations and barriers to care;  
Ability to negotiate and navigate systems;  
Ability to develop person centered service plans and respect the desires and needs of children, youth and families referred;  
Ability to analyze complex problems and triage based upon risk;  
Strong problem-solving skills and comfort in navigating newly developed system and service matrix;  
Ability to prepare complex written reports;  
Good judgment, dependability and physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Master’s Degree in Psychology, Social Work, or related Human Services field **and** two (2) years of experience involving delivery of children’s mental health services and/or treatment, or
- B) Bachelor’s Degree in Psychology, Social Work, or related Human Services field **and** four (4) years of experience involving delivery of children’s mental health services and/or treatment.

**NOTE:** Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

WC: Adopted, 11.30.15

JC: Competitive

*Format Update 2022*