



Beth A. Hauser, County Clerk
206 Court Street, Chilton, WI 53014
Office: (920) 849-1458 | Toll Free: (833) 620-2730
Fax: (920) 849-1469
Email: beth.hauser@calumetcounty.org

Administrative Services Committee Agenda

DATE: Monday, November 6, 2023
TIME: 8:30 AM
PLACE: Room 017, Calumet County Courthouse

MEMBERS OF THE PUBLIC:

If you wish to attend the Committee Meeting, you can do so either in person or via WebEx. The telephone number to call is 1-844-992-4726. You will be asked to enter the following access code: 2486 236 4319. You will then be asked for a password and you can press the # key on your phone. Please note that all call-in users will be muted upon entering the meeting.

Page

- 1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. SPECIAL BUSINESS
Review and approve modifications needed to the Resolution for the .8 FTE Psychiatrist position in the Health and Human Services Department effective January 1, 2024.
4.1. 20231106 RES 2023-10 .8 FTE Psychiatrist in DHS eff. 1-1-24.with jd
5. ADJOURNMENT

3 - 8

So as not to disturb the meeting, all cell phones must be placed on vibrate, and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the County Clerk's Office at (920) 849-1458 at least twenty four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee, may be present only the above committee will take official action based on the agenda.

RESOLUTION 2023 - 10

RESOLUTION CREATING 0.8 FULL-TIME EQUIVALENT (FTE) PSYCHIATRIST IN THE CALUMET COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES EFFECTIVE JANUARY 1, 2024

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: _____	Kimberly Tenerelli Corp Counsel

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

WHEREAS, The Calumet County Health and Human Services Behavioral Health Unit serves Calumet County residents with mental health needs, alcohol or other drug abuse addictions, and individuals experiencing a mental health crisis; and

WHEREAS, One of the service options provided to residents with mental health needs and chemical dependency, as required in State Statute Chapter 51, Administrative Code DHS 75, DHS 34, DHS 63, and other State Statutes, are psychiatric services; and

WHEREAS, The psychiatric services for Calumet County residents are currently being provided by a locum tenens psychiatric services provider; and

WHEREAS, After considerable review, it was determined that for the following reasons a staff psychiatrist is preferred over a contracted provider for psychiatric services:

- The psychiatrist’s familiarity with the local culture and patient population can positively impact the effectiveness of therapy and patient rapport;
- Patients will be more connected or trustful of the psychiatrist due to the permanent nature of their assignment, positively affecting the therapeutic relationship;
- The County’s ability to engage in long-term strategic planning and workforce development will be improved;
- The psychiatrist will be available when needed, eliminating scheduling difficulties and delays in patient care;
- A staff psychiatrist will be more cost effective than a contract with locum tenens providers, allowing for increased revenue;
- A staff psychiatrist will increase access to on-demand care for our patients in crisis;
- Regulatory compliance is improved with a staff psychiatrist;

	YES	NO	A
1 <u>BUDDE</u>			
2 <u>CLARK</u>			
3 <u>CLEVELAND</u>			
4 <u>CONNORS</u>			
5 <u>DIETRICH</u>			
6 <u>DORAN</u>			
7 <u>GENTZ</u>			
8 <u>HANDSCHKE</u>			
9 <u>HOFBERGER</u>			
10 <u>IRWIN</u>			
11 <u>JOHNSTON</u>			
12 <u>KESLER</u>			
13 <u>KLECKNER</u>			
14 <u>LAUGHRIN</u>			
15 <u>MUELLER</u>			
16 <u>PAGEL-HOLZSCHUH</u>			
17 <u>SCHWALENBERG</u>			
18 <u>STIER</u>			
19 <u>STOFFEL</u>			
20 <u>STUCKMANN</u>			
21 <u>VOIGHT</u>			

AGENDA ITEM #4.1.

- Patient satisfaction is improved with continuity of care provided by a single staff psychiatrist; and
- The risk of medical errors and malpractice claims decrease with a single staff psychiatrist rather than locum tenens psychiatrists who are not supervised internally or integrated into the organization's quality assurance processes; and

WHEREAS, With the addition of a 0.8 FTE Psychiatrist position to the Table of Organization, high-quality psychiatric services will be provided for the County's outpatient mental health clinic, Community Support Program, Comprehensive Community Services program, and Alcohol and Other Drug Abuse Treatment Programs; and

WHEREAS, In addition to the increased consumer service, the 0.8 FTE Psychiatrist position will provide training to Department of Health and Human Services staff, that would otherwise need to be purchased or provided by outside training resources; and

WHEREAS, A request to be considered during the budget process for 0.8 FTE Psychiatrist position in the Calumet County Table of Organization was submitted to the Department of Administration – Human Resources Division on or before the date designated by the County Administrator, at the beginning of the 2024 annual budget process; and

WHEREAS, The County Administrator determined that 0.8 FTE Psychiatrist position was to be added to the Table of Organization and included in the proposed 2024 annual budget submitted to the County Board; and

WHEREAS, The job description for the Psychiatrist position is attached and made part hereof; and

WHEREAS, The Administrative Services Committee has approved the creation of a new salary range in the 2024 Calumet County Compensation Plan for this 0.8 FTE Psychiatrist position, as follows:

Minimum	Maximum
\$175,000.00/annual	\$235,000.00/annual

WHEREAS, This 0.8 FTE Psychiatrist position, will be funded through Medicaid, Medicare, private insurance, Department of Health Services funding, and tax levy. The actual fiscal impact is zero due to full-time positions being eliminated from the 2024 Department of Health and Human Services budget, reduction in the locum tenens contract and an increase in third party revenues.

NOW, THEREFORE, BE IT RESOLVED, That the Calumet County Board of Supervisors herein assembled, authorizes the creation of 0.8 FTE Psychiatrist, in the Calumet County Table of Organization, effective January 1, 2024.

Dated this 6th day of November, 2023.

AGENDA ITEM #4.1.

INTRODUCED BY ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Ronald Dietrich

Chad Doran

Kenneth Irwin

Mary Schwalenberg

Pete Stier

Tom Stoffel

COUNTERSIGNED BY

Alice Connors, County Board Chair

Calumet County Position Description

Job Title: Psychiatrist
Salary Level: Grade A33
FLSA Status: Exempt
Department: Health & Human Services
Reports To: Health & Human Services Director
Prepared By: Michelle L. Wright, Human Resource Director
Prepared & Approved Date: July 12, 2023

Summary Under direction to be responsible for the psychiatric diagnosis, care, and treatment of patients in a variety of programs, including emergency, inpatient, outpatient and community based mental health and substance use services; to provide psychiatric and medical direction to clinical staff; to perform other duties as required.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

Examines, diagnoses, treats and evaluates patients of mental health and substance use treatment programs.

Provides continuing psychiatric care of patients and makes appropriate dispositional recommendations.

Monitors the medical condition of patients by providing treatment and/or referrals as appropriate.

Participates in and may coordinate a multidisciplinary team of mental health and substance use professionals to develop treatment regimes that meet patient care needs.

Conducts diagnostic and dispositional staff meetings with other professional staff and representatives from other agencies regarding individual patients or programs.

Supervises, approves, and provides ongoing psychiatric consultation to clinical staff members regarding their treatment of individual patients.

Participates in medical staff efforts, including psychiatric peer review, to systematically review, evaluate, and plan psychiatric and medical services.

Provides court-related clinical duties such as: assessments, testimony, reports, and recommendations.

Prepares and maintains psychiatric records and reports and completes all required clinical and billing documentation.

Establishes and maintains effective working relationships with patients, their families, and the staff.

Performs emergency government duties as assigned in event of Calumet County Emergency Government declaration.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

Provides direction to professional and para-professional staff.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

Graduation from a recognized medical school, and completion of an approved four-year residency in psychiatry; three to five years of experience in direct services to the mentally ill; or an equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

Ability to communicate tactfully, clearly, concisely, accurately and to establish a therapeutic relationship with clients.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet, Spreadsheet, Word Processing, Database, electronic health records systems, and State and County data systems software.

Certificates, Licenses, Registrations

Possession of a license to practice medicine in the State of Wisconsin.

Possession of or eligibility to receive a Drug Enforcement Agency license.

Other Skills and Abilities

Thorough knowledge of the principles, practices, methods, techniques, literature, and new developments in the field of psychiatry.

Thorough knowledge of the standards of care and service in the field of mental health and addictions.

Thorough knowledge of the local, state, and federal laws and regulations which govern inpatient clinical treatment programs such as Wisconsin State Statutes 51 and 55.

Comprehensive knowledge of the medical and psychiatric staff bylaws, rules and regulations of the department.

Considerable knowledge of the effective application of nursing services, occupational therapy, social work services, and psychological services in a total mental health treatment program.

Working knowledge of confidentiality status and requirements, including the Health Insurance

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Portability and Accountability Act (HIPAA) of 1996.

Ability to plan and implement new techniques and to evaluate the effectiveness of existing programs.

Ability to examine, diagnose, and treat psychiatric patients.

Ability to evaluate patient progress and reaction to psychiatric treatment.

Ability to establish and maintain effective working relationships with patients, their families, and the staff.

Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Ability to prepare and maintain psychiatric records and reports.

Ability to direct a multidisciplinary team in the development and delivery of clinical treatment.

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.