



Lapeer County Board of Commissioners

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Lapeer, Michigan 48446

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OUR NEW WEBISTE: www.lapeercountymi.gov

PERSONNEL COMMITTEE

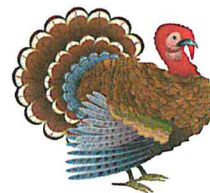
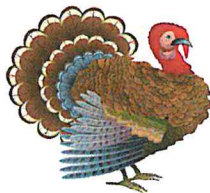
NOVEMBER 9, 2023

ADMINISTRATION CONFERENCE ROOM 302

****11:00 A.M.****

*(**Estimated Time – Meeting will Commence immediately following the Committee of the Whole/Full Board Meeting in the Board Office**)*

Committee Members: Truman Mast (Chair); Gary Howell and William Hamilton



- 1) **CALL TO ORDER** BY CHAIRMAN/ACTING CHAIRMAN
- 2) CONSIDERATION OF THE **AGENDA** *(Additions and/or Deletions)*
- 3) CONSIDERATION OF THE DRAFT **MINUTES** OF THE **OCTOBER 26, 2023** PERSONNEL COMMITTEE MEETING

NEW/OLD BUSINESS:

- 4) **ANIMAL CONTROL** – REQUEST TO ADD AND HIRE TWO PART-TIME TEMPORARY ANIMAL CONTROL KENNEL ATTENDANT POSITIONS AND APPROVE THE REVISED JOB DESCRIPTIONS
- 5) **CMH** – REQUEST TO TRANSITION TWO CMA CONTRACT POSITIONS TO CMH DIRECT HIRE FOR THE FINANCE DEPARTMENT INCLUDING A B.A. SUPERVISOR (FINANCE DIVISION/ACCOUNTING MANAGER, PAY GRADE 21) AND B.A. SUPERVISOR #TBA, FINANCE/CONTRACT MANAGER, PAY GRADE 21)
- 6) **ADDITIONAL ITEMS (IF NEEDED)**
 - A.
 - B.

ADJOURN...

Next Tentative Personnel Meeting: Thursday, November 30, 2023 (if needed)

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PERSONNEL COMMITTEE

OCTOBER 26, 2023

***CONFERENCE ROOM 302 – ADMINISTRATION OFFICE, COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446***

Chairman Truman Mast called the meeting to order at approximately 11:18 a.m. in Conference Room 302 in the Administration Office on the 3rd Floor of the County Complex.

Members Present: Commissioners Truman Mast, William Hamilton and Tom Kohlman (sitting in for Gary Howell).

Members Excused: Commissioner Gary Howell.

Others: Moses Sanzo, County Controller/Administrator; Jackie Arnold, CFO; Doreen Clark, Administration Office Manager; and Sheryl Sims, HR Manager.

AGENDA

The Agenda was reviewed.

Motion by Hamilton, supported by Kohlman, to approve the Personnel Committee Agenda as presented. Motion carried unanimously.

MINUTES

The minutes from the October 12, 2023 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Hamilton, supported by Kohlman, to approve the minutes from the October 12, 2023 Personnel Committee Meeting, as presented. Motion carried unanimously.

ADMINISTRATION – ANIMAL CONTROL

Moses Sanzo, County Administrator/Controller, was present to request permission to negotiate the rate of pay up to Step 1 for the Chief Animal Control Officer position. He reported that an interview panel of five department heads conducted the interviews on October 18th and it was a unanimous vote for the internal candidate. The current employee has been employed for 3 years and she has extensive past experience with animals, knowledge and is already certified. He would like to negotiate a pay rate up to Step 1 for the promotion based on these factors. Brief questions and discussion followed.

Motion by Kohlman, supported by Hamilton, to recommend to the Full Board to authorize the County Administrator/Controller to negotiate the rate of pay for the Chief Animal Control Officer (position #403, Pay Grade 19) up to Step 1 due to the internal candidates' extensive experience, knowledge and certifications, retro-active to the promotion date, at no additional cost to the County's General Fund. Motion carried unanimously.

ADJOURN

Motion by Kohlman, supported by Hamilton, to adjourn the meeting. Motion carried unanimously. 11:27 a.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager

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REQUEST FOR ACTION

DATE: October 26, 2023

XX REQUEST FOR ACTION

___ FOR YOUR INFORMATION

___ REQUEST FOR INFORMATION

TO: Personnel Committee

FROM: Animal Control

SUMMARY OF REQUEST / INFORMATION: To add and hire two (2) part-time temporary Kennel Attendants to the current staff and approve the revised job description (previously "Kennel Officers" and now "Kennel Attendants.")

ADDITIONAL INFORMATION: These two (2) part-time positions are being proposed on a temporary six (6) month basis to meet the needs of the department, at no additional cost to the county, with a savings of \$8,626.94. These positions will be re-evaluated at six (6) months.

CONTACT PERSON(S): Stephanie King, Chief Animal Control Officer

BACKGROUND INFORMATION: Refer to previous motion #393-19 from 12-05-2019.

SUPPORTING DOCUMENTS: Revised Job description, table of organization, and cost analysis.

DRAFT MOTION:

Motion by _____ supported by _____ to authorize Animal Control to amend their Table of Organization to add and hire two (2) part-time temporary Kennel Attendants (#TBD, Pay Grade 13 Entry Rate) for a period of six (6) months; and further, to approve the revised job description for said position.

ATTACHMENTS YES X NO

LAPEER COUNTY

ANIMAL CONTROL

KENNEL ATTENDANT

General Summary

Under the supervision of the Animal Control Chief, performs duties as assigned to maintain the kennel and oversee animal care. May monitor the work of volunteers and assigned trustees.

Essential Functions

1. Responsible for maintaining the kennel, including feeding, cleaning and disinfecting.
2. Provides kennel maintenance and animal feeding and watering duties on holidays and weekends.
3. Reviews the general health and condition of animals brought to the shelter. Assists officers with identifying animal temperament and recommendations for appropriate adoptive homes.
4. May perform euthanasia of animals.
5. May remove heads of animals suspected of rabies for shipping to the Department of Community Health for testing.
6. May Monitor the work of volunteers and assigned trustees.
7. Assists the public, Animal Control Officers, and Intake Coordinator with support functions including selling dog licenses, doing adoptions, vaccinations, and receiving animals into the kennel, transporting animals.

Other Functions

8. Operates a computer terminal to look up information
9. Other duties as assigned

This may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent.

Experience: Some prior related experience working with animals **is required**. Possess interpersonal skills to work effectively with volunteers and the public.

Other Requirements: Holidays and weekend work hours. Requires a valid Michigan Driver's license.

Qualifications:

Knowledge of basic animal husbandry as well as preventative and routine medical needs of domestic animals.

Knowledge of appropriate body conditions of different species of animals including but not limited to dogs, cat, livestock, etc.

Skill in reading and understanding animal body language.

Ability to care, feed and water animals brought into Animal Control.

Ability to diffuse situations with the hostile public while on complaints.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in the job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status: Non-exempt

Worker's Compensation Code: 87704

Occupational Employment Statistical Code: 63009

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to subdue, capture and transport animals. Walks over uneven terrain to collect animals.

Ability to lift animals weighing up to 90 lbs. to vehicle or other location.

Ability to lift and carry animal cages to vehicle. Ability to lift and carry dead animals. Ability to bend, stoop and crawl under porches, in crawl spaces and other locations in order to retrieve animals.

Ability to lift bags of dog food weighing up to 50 lbs.

Working Conditions:

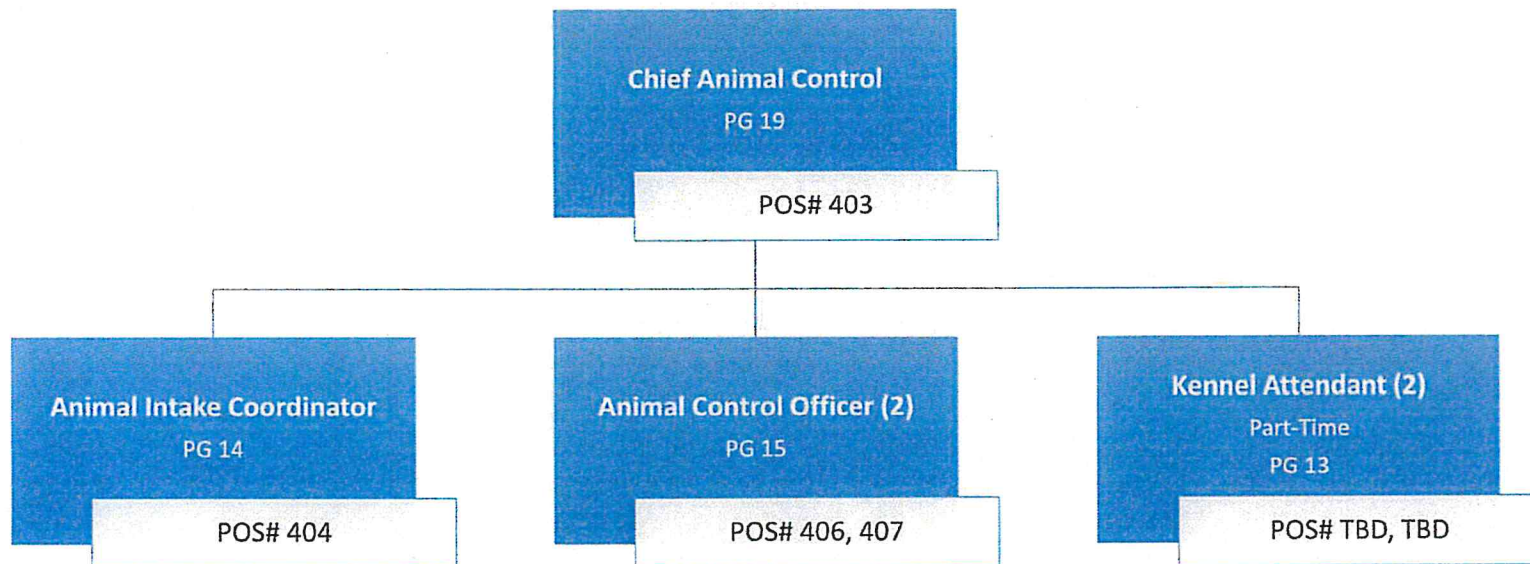
Works outside in varying weather conditions. Exposure to the risk of being bitten by animals.

Exposure to high levels of noise and odor of impounded animals. Exposure to diseases communicated by animals.

Position	Pay Grade	Hourly	Hours Worked	Regular Gross	FICA 6.2%	Medicare 1.45%	Medical 1,265.00	Retirement 17%	Life Ins 6.50	PEHB 30	Total Cost
Part time											
1	13-0	\$ 15.60	1456	\$ 22,713.60	\$ 1,408.24	\$ 329.35	\$ -	\$ -	\$ -	\$ -	\$24,451.19
2	13-0	\$ 15.60	1456	\$ 22,713.60	\$ 1,408.24	\$ 329.35	\$ -	\$ -	\$ -	\$ -	\$24,451.19
Total			2912	\$ 45,427.20	\$ 2,816.49	\$ 658.69	\$ -	\$ -	\$ -	\$ -	\$48,902.38

Full Time											
1	13-0	\$ 15.60	1040	\$ 16,224.00	\$ 1,005.89	\$ 235.25	\$ 7,590.00	\$ 2,758.08	\$ 39.00	\$ 180.00	\$28,032.22
	13-6	\$ 16.73	1040	\$ 17,399.20	\$ 1,078.75	\$ 252.29	\$ 7,590.00	\$ 2,957.86	\$ 39.00	\$ 180.00	\$29,497.10
Total			2080	\$ 33,623.20	\$ 2,084.64	\$ 487.54	\$ 15,180.00	\$ 5,715.94	\$ 78.00	\$ 360.00	\$57,529.32

Animal Control Office Table of Organization



Date: November 2, 2023

Request for Action

To: Lapeer County Board of Commissioners

From: Lauren Emmons, CEO



Summary of Request/Information:

Transition of CMH Finance Department from a contract with CMA, inc. to direct hiring of staff. See the Attached Finance Department Transition Plan, approved by the CMH Board on October 19, 2023.

Contact person(s):

Lauren Emmons, CEO

Additional Information:

Attached job descriptions for the following positions:

- BA Supervisor/Accounting Manager – Community Mental Health
- BA Supervisor/Contract Manager – Community Mental Health

Draft Motion:

Move to approve the following positions for the CMH Finance Department: BA Supervisor/Accounting Manager (pay grade 21) and BA Supervisor/Contract Manager (pay grade 21). These positions are within the current CMH budget and do not represent any additional costs to the county general fund.

CMH Board Minutes

Changes to the Agenda:

- 8.A Board room table/room set up
1023-012: Motion was made by M. Voss seconded by C. Howell to approve the changes to the agenda. All in favor. Motion carried unanimously.

Presentations:

- A. Sarah Reynolds/Christine Robertson - Adult Case Management Annual Report
- B. Lisa Ruddy - 2023 Corporate Compliance Training
- C. Lisa Ruddy - FY24 Quality Improvement Plan
1023-013: Motion was made by K. Morris seconded by L. Kellie to approve the FY24 Quality Improvement Plan. All in favor. Motion carried unanimously.
- D. Jackie Shillinger - FY23 Customer Satisfaction and Accessibility Survey Report

Finance:

- A. Expenditures List: September 2023
1023-014: Motion was made by B. Haggadone seconded by J. Webb to approve the September 2023 Expenditures. All in favor. Motion carried unanimously.
- B. Audit Committee Report: September 2023 Payroll
 - For information.

Approval of Meeting Minutes

- A. October 5, 2023 Full Service Board Meeting Minutes
1023-015: Motion was made by B. Haggadone seconded by T. Kohlman to approve the October 5, 2023 Full Service Board Meeting Minutes. All in favor. Motion carried unanimously.

Action Items:

- A. Standards Committee: Recommend approval of the policy revisions referenced in the attached minutes dated October 10, 2023
1023-016: Motion was made by K. Morris seconded by M. Voss to approve the policy revisions referenced in the attached minutes dated October 10, 2023. All in favor. Motion carried unanimously.
- B. Approval of tree trimming work at the main building in the amount of \$2,100.00
1023-017: Motion was made by B. Haggadone seconded by J. Webb to approve tree trimming work at the main building in the amount of \$2,100.00. All in favor. Motion carried unanimously.
- C. Approve the addition of a full time BA Supervisor/Accounting Manager and a full time BA Supervisor/Contract Manager in the finance department
1023-018: Motion was made by R. Barnard seconded by J. Webb to approve the addition of a full time BA Supervisor/Accounting Manager and a full time BA Supervisor/Contract Manager in the finance department. All in favor. Motion carried unanimously.
- D. Approval of the Region 10 SUD Prevention Services contract from August 31, 2023 through September 30, 2024
1023-019: Motion was made by L. Curtiss seconded by T. Kohlman to approve the Region 10 SUD Prevention Services contract from August 31, 2023 through September 30, 2024. All in favor. Motion carried unanimously.
- E. Approve the clean-up of the gym at Maple Grove in the amount of \$3,232.00

Lapeer County CMH Finance Department Transition Plan

On August 26, 2021 the CMH Board approved the hiring of a Chief Financial Officer. The plan was for the person hired to be employed directly by CMH and trained to assume the role of CMH-CFO at the end of the financial services contract with CMA, Inc. in December of 2024.

CMH entered into a revised contract with CMA, Inc. (Larry Smith and Inder Abrol) to phase out their role of financial management (CFO/accounting services/contract management) and include the training of an individual to assume the role of CFO for CMH. CMH CEO worked with Larry Smith and Inder Abrol to hire an individual with the appropriate credentials to serve as the CFO.

At the 10/28/2021 County Personnel Committee discussion centered around revising job description to reflect the training aspects of the arrangement with CMA, Inc to train the newly hired CFO. The CMH CEO was authorized to hire a CFO in Training at any negotiated step on paygrade 13 (wage study paygrade 23). Upon the retirement of Larry Smith the CFO In Training will be promoted to CFO and moved to pay grade 15 (wage study paygrade 25) and placed at the step that provides a salary increase. The County Board approved this plan 11/18/2021 Motion # 421-21.

With 14 months left in the contract with CMA, Inc. the time has come for the next phase in the planning and implementation for a LCCMH Finance and Contracts Department. Larry Smith has announced his intent to retire on 12/31/2023. On January 1, 2024 Emma McQuillan, CFO will assume full responsibility for the department operations and moves to paygrade 25 as indicated in the CBC motion # 421-21.

The remainder of this document outlines the final phase of the transition.

1. October 2023: Get CMH Board approval for the two new positions to replace Inder Abrol and Regina MacDonald.
2. November 2023: Get County Board approval for the two new positions.
3. January 2024:
 - a. Post and recruit and hire the BA Supervisor/Accounting Manager
 - b. Post and recruit and hire the BA Supervisor/Contract Manager
4. Upon hire:
 - a. Inder Abrol trains the BA Supervisor/Accounting Manager. See attached job description.
 - b. Regina McDonald trains the BA Supervisor/Contract Manager. See attached job description.
5. CMA, inc Contract ends 12/31/2024

Position	Hourly Rate		Total Position Cost (Salaries + Fringes)
	Entry Level	6 Month Step	
BA Supervisor/Accounting Manager	\$27.92	\$30.02	\$106,548.00
BA Supervisor/Contract Manager	\$27.92	\$30.02	\$106,548.00
Total Cost			\$213,096.00



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BA Supervisor/Accounting Manager- Community Mental Health JOB DESCRIPTION

General Summary

The BA Supervisor/Accounting Manager is responsible for various accounting functions of the agency, including general ledger, subsidiary ledgers and related functions such as budgeting, contract compliance, utilization, encounter reporting, accounts receivable, accounts payable and other administrative services. They report financial data to various governing entities and ensures all financial operations meet appropriate accounting standards. The BA Supervisor/Accounting Manager supervises the Finance and Billing department, including by not limited to Accounts Payable, Claim Adjudication, and Reimbursement Specialist.

This position reports to: Chief Financial Officer

Essential Functions

- Computes departmental totals for salaries, supplies, etc., relating them to the proper cost center within the proper accounting period;
- Reconciles special accounts with expenditures and grants at the end of the fiscal year;
- Assembles necessary data and assist in preparation of operating budget;
- Maintains documents necessary for audits and assist independent and State auditors to review accounts;
- Prepares special and regular reports, including monthly financial reports and detailed cost accounting reports;
- Knowledge of basic accounting procedures, statistical analysis, fiscal management and reimbursement systems
- Prepares and submits monthly financial statement package to Board of Directors for approval; Presents in absence of CFO.
- Maintains detailed spreadsheets on general ledger expense accounts.
- Generates all journal entries and submits to County Finance office to post.
- Maintains the financial integrity of the organization through compilation and analysis of monthly financial reports.
- Designs, implements and follows a monthly schedule, including adjustments and analysis to the financial statements prior their dissemination.
- Assures that all reporting deadlines are met according to schedule.
- Establishes, modifies, documents, and coordinates implementation of separation of duties and accounting control procedures.
- Assists the Chief Executive Office, and the Chief Financial Officer in monitoring financial transactions, development of procedures and problem resolution.
- Responsible to develop and produce reports for agency programs as requested and assigned.

BA Sup/Acct. Manager (10/2023)

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- Implement and coordinate billing/finance related projects in conjunction with the CFO, i.e.: billing of third-party payers, encounters etc.
- Responsible for staying up to date on all code, service, and payer information, communicates relevant information to all applicable people, and acts as a resource to staff and CFO.
- Compiles and finalizes budget and budget amendments for approval by Board of Directors. Prepares supporting documents including detailed revenue and expenditure budgets.
- Leads finance staff in coordinating the agency's external Financial Statement Audit and compliance Audit with select CPA firm. Serves as the primary contact for external auditors.
- Reviews and verifies CPA draft of Financial Statements and Notes to Financial Statements.
- Acts as backup and assists with the validation and completion of audits in the billing department (i.e.: claims verification review, fee assessment review, compliance audit, etc.).
- Assists with the preparation of rate configuration and ability to project cost/revenue for proposed programs. Oversees updating rate schedules, as needed or as appropriate in the Agency's EMR.
- Assist with training of department staff in areas of billing and finance, and job tasks particular to position.
- Performs supervisory functions such as participating in the interviewing process and making hire recommendations, approving leave, reviewing and evaluating performance, counseling employees, training, participating in the disciplinary and grievance processes as necessary.
- Backs-up or arranges back-up for the departments that are supervised.
- Calculates and prepares OBRA billings.
- Develops and enters MDHHS grants in EGRAMS.
- Tracks and process Medicaid Inpatient and PHP stays.
- Assist in preparation of financial statements
- Assists in preparation of state reports
- Knowledge of MDHHS and Medicaid Standards, Recipient Rights, HIPAA and Confidentiality Rules. Must remain up to date on any changes in all areas.
- Assists County Finance Department with reconciling monthly Bank Statements
- Other duties as assigned by CFO.

Other Functions

1. Participates and provides leadership on Agency and Region 10 PIHP workgroups and committees as necessary.
2. Compiles and prepares reports as assigned.
3. Participates in training and continuing education opportunities as appropriate.
4. Other duties as assigned by the Chief Financial Officer.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelor's degree in Business, Accounting or related fields.

Experience:

BA Sup/Acct. Manager (10/2023)

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1. At least three years of experience in health care, managed care or governmental accounting.
2. Possess knowledge of governmental audit requirements, accounting regulations, and reporting procedures.
3. At least three years of supervisory experience preferred.
4. Lived experience with behavioral health issues preferred.

Other Requirements:

1. Demonstrate general business skills, independent and mature judgement, and problem solving ability.
2. Ability to communicate effectively in oral and written format
3. Possession of a valid Michigan's driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status: Exempt

Worker's Compensation Code: 8810

Occupational Employment Statistical Code: 9005

Physical Requirements This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

1. Ability to utilize computer equipment and information systems.
2. Requires high level of visual concentration and attention to detail in regards to data, documents, planning, and communication.
3. Ability to establish and maintain productive working relationships with staff, contracted providers, Region 10 PIHP, MDCH, and County officials.
4. Ability to drive a vehicle.

Working Conditions:

1. Works primarily in an office setting.
2. Required to travel within the county and region for Agency business.



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BA Supervisor/Contract Manager- Community Mental Health JOB DESCRIPTION

General Summary

The BA Supervisor/Contract Manager serves as the main contact and is responsible for all contract operations of Lapeer County Community Mental Health. Under the direction of the Chief Financial Officer (CFO), this position is responsible for overseeing activities concerned with the development, procurement, revision, compliance, evaluation, termination, oversight and renewal of network service provider contracts including local inpatient services, residential services, fee-for-service contracts, etc. Communicates contract negotiations and ensures a sufficient pool of contractors are available to maintain quality and provide consumer choice. Responsible for managing administrative services contracts including lease agreements, request for proposals (RFP's) and contract renewal administration. Ensures that contract operations meet all applicable Federal, State, and Municipal procurement and legal requirements.

This position reports to: Chief Financial Officer

Essential Functions

1. Establishes boilerplate and standard language criteria; for all clinical contracts to assure compliance with agency, federal, state rules and regulations; evaluates all proposed provider network contracts, amendments, letters of agreement or similar documents against those criteria; proposes changes where appropriate; advises Directors of Integrated Care regarding negotiating terms with potential or actual contracted parties.
2. Maintains related paper and electronic files and databases in an accurate, orderly, and easily retrievable fashion.
3. Prepares, reviews, and finalizes annual list of proposed provider network contracts for presentation to the Board of Directors.
4. Ensures that contracts require service providers to meet specific standards and performance indicators detailed in contracts between LCCMH and Region 10 PIHP, and as otherwise defined or required.
5. Provides or coordinates orientation services to provider network contractors in conjunction with Claims Specialist and Quality Coordinator.
6. Ensures providers and other contractors are well informed and up to date regarding policies and/or procedures bearing on particular services or functions provided by the contractor; manages development and ongoing maintenance of provider requirements made accessible to Providers.
7. Establishes and operates mechanisms for distribution and tracking of educational materials, policy and procedure updates, and other communications provided to contractors.
8. Works closely with staff monitoring provider performance; participates and provides recommendations during contract compliance audits and site reviews as needed.

9. Acts as the financial liaison between local psychiatric inpatient units, residential, and fee-for-service providers.
10. Negotiates, monitors, and renews contracts and agreements related to Board insurance, facility leases, equipment leases, psychiatric, consultant, and contractor services.
11. Oversees, provides consultation, and sets standards in the procurement process for contracted services, convenes relevant teams, develops templates and provider response requirements for request for proposals (RFP), specific to provider type, in conformity with federal and state procurement rules and related agency policies and procedures.
12. Manages the overall review, a bid proposals for conformity of contractual requirements; determines reasonableness of cost
13. Manages and convenes relevant teams for the credentialing process and corresponding risk assessments and for proposed new providers.
14. Represents LCCMH, as a member of various internal and external committees with Region 10 and statewide committees as opportunities related to primary job functions present themselves.
15. Assist with troubleshooting claims and authorization questions and disputes.
16. Provide cost analysis for service authorization request as necessary
17. Assists the Chief Financial Officer in establishing rates for contracted services.
18. Manage the negotiation and execution of agency contracts with funding sources, vendors and collaborative service providers.
19. Monitor changes in legal, regulatory and administrative environments and implement changes in procedures needed to maintain compliance while maximizing operational and financial results.
20. Serve as the agency's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.
21. Coordinates contracts with other CMH's for services provided to consumers from Lapeer and other Michigan Counties.
22. Coordinates with Lapeer County Building and Grounds staff to ensure building repairs and maintenance work orders are submitted and completed.
23. Manages all LCCMH facilities needs by posting Request for Proposals, hiring contractors, etc.
24. Lapeer County Community Mental Health embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural competence. An employee with this or any position is expected to support the employment environment.

Other Functions

1. Participates and provides leadership on Agency and Region 10 PIHP workgroups and committees as necessary.
2. Compiles and prepares reports as assigned.
3. Assists in the orientation of management, professional, and support staff.
4. Participates in training and continuing education opportunities as appropriate.
5. Participates in educational presentations and community meetings and workgroups.
6. Other duties as assigned by the Chief Executive Officer.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelor's degree in accounting, business management, or human service-related field required- Master's degree preferred.

Experience:

1. At least three to five years of progressively responsible health care experience in contract administration including procurement, development, negotiation, oversight and evaluation.
2. Previous experience in public mental health contract and/or fiscal operations is preferred.
3. Lived experience with behavioral health issues preferred.

Other Requirements:

1. Demonstrate general business skills, independent and mature judgement, and problem solving ability
2. Ability to plan, organize, manage complex projects and competing demands
3. Ability to communicate effectively in oral and written format
4. Promote a favorable image of LCCMH to contractors and the public
5. Possession of a valid Michigan's driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status: Exempt

Worker's Compensation Code: 8810

Occupational Employment Statistical Code: 9005

Physical Requirements This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

1. Ability to utilize computer equipment and information systems.
2. Requires high level of visual concentration and attention to detail in regards to data, documents, planning, and communication.
3. Ability to establish and maintain productive working relationships with staff, contracted providers, Region 10 PIHP, MDCH, and County officials.
4. Ability to drive a vehicle.

Working Conditions:

1. Works primarily in an office setting.
2. Required to travel within the county and region for Agency business.