



Dane County Department of Human Services Behavioral Health Division

Interim Director – Astra Iheukumere
Division Administrator – Todd Campbell

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MEMORANDUM

DATE: November 5, 2024
TO: Chair and Members of the Personnel and Finance Committee
FROM: Astra Iheukumere, Interim Director
RE: Behavioral Health Positions Vacant for More Than Six Months

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Position #3481, 3370, and 2815 have been vacant for longer than six months.

What is the nature of the work or what is the essential function of the position?

Position 3481 is a Case Manager and positions 3370 and 2815 are Social Workers assigned to the Comprehensive Community Services (CCS) Program in the Department of Human Services. These positions are primarily responsible for meeting with persons who have a mental health and/or substance use diagnosis to educate them about the features of the CCS Program and its recovery-based model. The positions are also responsible for conducting intake assessments, determining individuals' eligibility for the program and certifying continuing CCS eligibility annually. CCS is a state-certified, Medicaid-funded program and is governed by state administrative rule. All activities of these positions must conform to those Medicaid and administrative rule requirements.

How has this function been fulfilled without his position?

The CCS Intake Unit has continued to conduct intakes and annual eligibility determinations as individuals present for service. Demand for the CCS program has been steadily increasing necessitating the filling of these positions.

What will be the impact on the Department's function and mission if the position remains vacant?

There are nearly 2,500 CCS clients for staff to monitor for continuing eligibility. This is in addition to conducting assessments for new clients. Not filling these authorized positions will create a longer wait for service for individuals with a mental illness or a substance use disorder or could result in some individuals losing their eligibility for continued service.