

Allegan County Community Mental Health Services
Human Resources Board Report ~ May 2021

Submitted by Nan Lawrence, PHR
269-673-6617, ext. 2731; nlawrence@accmhs.org

NEW HIRES

Last Name	First Name	Position	Date of Hire
Ward	Tyler	IT Specialist	5/10/2021

SEPARATIONS

Last Name	First Name	Position	Date of Separation

COVID: HR continues to work with the Agency's response to the pandemic.

1. The Health & Safety sub team is continuously reviewing travel guidelines for any changes and reviewing face to face request from staff to see clients.
2. We are working on gathering information from staff and supervisors so that we can develop a plan for a small transition back to the office. This will take a lot of coordination with facilities for cleaning and office set up. More to come.
3. PPE Kits for Clients: Leah has finished making the kits. She is distributing the kits to the primary clinician this week.

Microfiche Project: In years past, we converted all of the client paper files to microfiche. The Clerical Support team accesses these files when they receive a request for a file. The machine that was used to access them is no longer operational and is so old it is non repairable. With the additional revenue that we have this current fiscal year, we are converting the microfiche files to digital. We estimate the number of files to be 125,025 or, 5,001,000 images!! The project needs to be completed by the end of this fiscal year so we are working fast to catalog each file. A special THANK YOU to the following staff for working extra hours to help complete this project.....Amanda Goodman, Mercedes Corona, Janice August, Doreen Shaffer, Missy Hughes, Leah Stickels, Becky DeHart-Elkins and Brenda Polmanteer.

Open positions: We continue to have difficulty filling positions. I have updated the current open positions list below.

Current open positions:

- Behavioral Specialist (Adult Outpatient Team)
- Community Coordinator (Housing Team)
- IT Specialist (QI/IT Team): Position has been filled. Candidate to start 5/10/21.
- Peer Support Specialist/Recovery Coach (SUD Services): We are currently accepting resumes.
- Supports Coordinator (Adult Supports Coordinator) (1 open position): Position has been filled with an internal candidate. Start date to be determined.
- Psychiatric Provider (Med Office)
- Infection Control Coordinator: Candidate identified for an interview.
- Bilingual Mental Health Therapist: (Access/Crisis department)