



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** April 2, 2025

**SUBJECT:** Request to convert 1.0 FTE Administrative Assistant position supporting the Forensic and Acute Services program (Behavioral Health division) from limited duration to regular

**RECOMMENDED MOTION:**

Move approval of Resolution No. 2025-008 to convert 1.0 limited duration FTE to a regular FTE position within the Health Services Fund.

**BACKGROUND AND POLICY IMPLICATIONS:**

The Forensic and Acute Services (FAS) Program, under Deschutes County Behavioral Health, provides services to individuals who are involved with the criminal justice system as a result of their mental illness. FAS is a newly formed program streamlining acute care and forensic services under one manager with the goal of creating efficiencies and improving outcomes. Teams within this program provide statutorily required services to individuals who are typically mandated to engage in behavioral health treatment. One of the target populations is individuals who are unable to Aid & Assist in their own defense to criminal charges. This client group has increased 137% in Deschutes County over the past five years, and statewide these cases are now largely responsible for the overcrowding of the Oregon State Hospital.

In 2024, Deschutes County Health Services was selected to participate in a pilot program funded by the Oregon Health Authority (OHA), focused on increasing engagement with individuals placed at the Oregon State Hospital (OSH) who are unable to Aid & Assist. Health Services received \$1 million in pilot program funding and added 2.0 limited duration FTE through June 30, 2025. There is projected to be \$293,000 of unspent Community Navigator funds as of June 30, 2025, and Behavioral Health is requesting to convert 1.0 limited duration FTE to regular (Administrative Assistant, position #3393). This position is a vital support role for the FAS program, and it tracks and completes multiple statutorily required data reports to OHA, while providing administrative coordination that allows the program to effectively provide services to the community. The position will be funded in Fiscal Year 2026 through Community Navigator pilot unspent funds and with CCBHC PPS in future years.

**BUDGET IMPACTS:**

This position is currently funded through June 30, 2025 via OHA Community Navigator funds. If approved to be a regular FTE, the position will be funded by Community Navigator funds and Certified Community Behavioral Health Clinic Medicare reimbursements in Fiscal Years 2026 and 2027. A budget adjustment for FY 2025 is not needed.

**ATTENDANCE:**

Evan Namkung, Program Manager, Deschutes County Behavioral Health  
Cheryl Smallman, Business Office, Deschutes County Health Services  
Cam Sparks – Budget & Financial Planning Manager