

System of Care Assistant RFP
Vendor Conference
October 9, 2020

Attendees: Chris Sander (La Crosse County); Mandy Bisek (La Crosse County); Bridget Todd-Robbins (La Crosse County); Karla Campion (Attic); Mark Wakefield (Attic); Mary Jacobson (Family & Children's Center); Jay Clark (Peace of Mind); Isaiah Thomas (The Good Fight Club)

Questions/Answers

1. This position will be an assistant to the System of Care Administrator. Who fill that role now?

Bridget Todd-Robbins

2. What qualifications are you looking for in a candidate? (bachelor level, etc.)

There are no educational requirements for this position although training in racial justice, trauma informed care, youth development and cognitive behavioral interventions would be extremely beneficial. Relationship building and good oral and verbal communication skills are essential.

3. Why is the county not directly hiring this position? Can you talk about the pros and cons of the county "owning it" vs. contracting it out?

Because the budget amount for the SOC Assistant has been fluid, it has not been possible to receive approval for a new internal County position. In addition, the intention has never been for the SOC to be owned by the County. Including community partners better matches the overall vision of the SOC, which included being embedded in the community.

4. How would the employee/supervisor relationship work with being in different organizations?

In the past, the supervisor on the employer side has provided oversight of timesheets, mileage, and training decisions while the SOC Administrator has provided all programmatic oversight. The SOC Administrator provides information to the employer for annual performance reviews. The Administrator and Employer supervisor consult as needed.

5. What are the budget expectations? Other than salary and benefits, what can the funds be used for?

The vendor is also responsible for mileage and phone. Total number of miles accrued per month were anywhere between 150-300.

6. Where would the staff be housed?

The Assistant would share an office with the Administrator located at 526 S 10th St. (Washburn Corner). Office furniture, a computer, and access to a printer are already set up.

7. Are there required meetings the staff would need to attend?

The Assistant would meet weekly with the SOC Administrator to review caseloads and other duties that need attention. The Assistant would also attend IEP and/or School Team meetings as needed.

8. How is this different then the System of Care Administrator's position? What would that relationship look like?

The SOC Administrator provides direct oversight of the Assistant as well as all SOC programming. The Administrator attends stakeholder meetings, handles all funding requests and budgetary matters, reviews all referrals, and guides overall policies/procedures of the SOC. The Administrator does maintain a caseload of youth (primarily those youth who have been identified as having higher needs) and then will assign referrals to the Assistant. Both the Administrator and Assistant complete intakes on all youth and maintain case information/data as required by SOC policies. Besides maintaining a caseload, the Administrator may also request the Assistant to help with childcare during Mom Support Groups and pick up/drop off of youth and paperwork as needed.

9. Who held this contract in the past?

Stein Counseling and Consulting held this in the past.

10. Does this position have a lot of interactions with the school system or is it more with families?

This position checks in with 3 middle schools and 3 high schools almost daily. They work closely with school administrators and school resource officers. Their time is probably 50% with schools and 50% with families.

11. Does this position work Monday through Friday? Are there evening and weekend hours expected?

A majority of the work is done during the school day, but some evening hours may occur, mostly dependent on family needs. Generally it has been 1-2 evenings per week, no later than 7 pm. There is a women's support group once a month in the evenings that they would be asked to attend. Very rarely would weekends be needed.

12. How do you see this position working during COVID?

The System of Care has not received any referrals for this school year. Bridget is still checking in with students and she has a relationship with the schools, so they are the "go-to" program when schools cannot get ahold of families. They are also embedded in the Black community so families often reach out directly to system of care. At this time, they are meeting with families outside and meeting with youth in the community where it is possible.

13. Can you explain more about the position being part time initially, with the possibility of full time?

The school district and the county have funding to support the part time position. We have applied for a large 3-year state grant that would fund the position at full time status. We should hear back in the next few weeks on that grant. Following the vendor conference for this RFP, the County was notified that they did not receive the grant and therefore, the position will be part time.