

# **City Council Budget Work Session**

**Monday  
April 20, 2015**

**City Council Room**

**7:30 p.m. – Social Services**

**9 p.m. – Planning & Community  
Development**

# Memorandum

**To:** Michael McLaughlin, City Manager *MPM*  
**CC:**  
**From:** Liz Park, CARES *LP*  
**Date:** 2/18/2015  
**Re:** MBO – Clinical Supervisor's Position

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One of CARES' MBOs was to explore options to develop a clinical supervisor position. Historically, the Director of CARES has also been the clinical supervisor for all staff and interns. She is assisted by the Family Counselor II position who supervises some of the graduate interns. As the CARES staff and services have grown over the past 12 years, it has become necessary to look at creating a clinical supervisor position for the department.

CARES clinical staff currently is comprised of 3 crisis counselors, 2 family counselors, 1 GAIL case manager/counselor, 1 Youth Services social work intern (24 hours/week), 1 professional counselor intern (15 hours/week), 1 psychology intern (15 hours/week), 3 psychology interns (5 hours/week) and 1 GAIL social work intern (16 hours/week). Currently the Family Counselor II position provides supervision to the 1 Youth Services social work intern and to the team of interns that lead the anger management group.

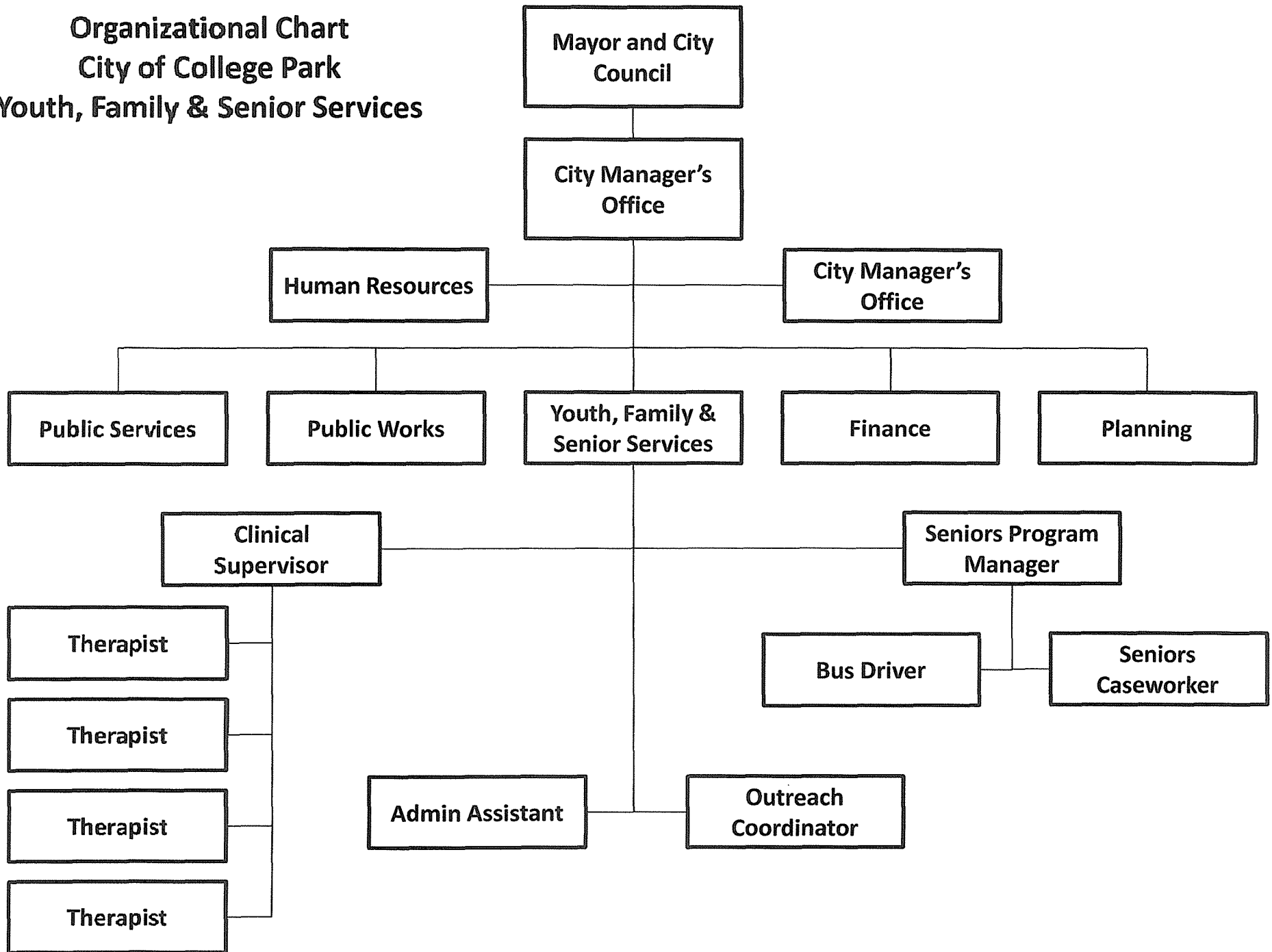
In examining other similar agencies, both Bowie Youth and Family Services and College Park Youth Services have a clinical supervisor position. Attached are organizational charts and position descriptions for each bureau. Both of these agencies have had this position for more than 10 years. The clinical supervisor at College Park reports to the director and fulfills duties such as: clinical supervision to agency interns and staff, case file reviews, responds to clinical crises requiring immediate response, completion of required program and grant reports, and serves on community committees for the agency. The clinical supervisor at Bowie reports to the director and fulfills duties such as: clinical supervision to agency interns and staff, case file reviews, responds to clinical crises requiring immediate response, attends meetings in place of Director as needed, and develops training for interns. At both agencies the Clinical Supervisors also carry a regular caseload of counseling cases.

Attached is a position description for a Clinical Supervisor at Greenbelt CARES. In addition to the regular duties of a Family Counselor, such as carrying a caseload of individual and family clients, this position would take responsibility for supervising Master's level graduate interns, coordinating the Wednesday Night Family Clinic trainings/discussions, and supervising some CARES and GAIL clinical staff. This person would also be responsible for reviewing clinical case files to ensure their accuracy and current status, and would assist in the review and development of policies and procedures. Teresa Smithson, who is currently a Family Therapist II, has the skills and experience needed to fulfill the Clinical Supervisor position. If promoted to Clinical Supervisor, 8 hours a week would be added to her current schedule of 32 hours a week to make her a full 40 hours a week.

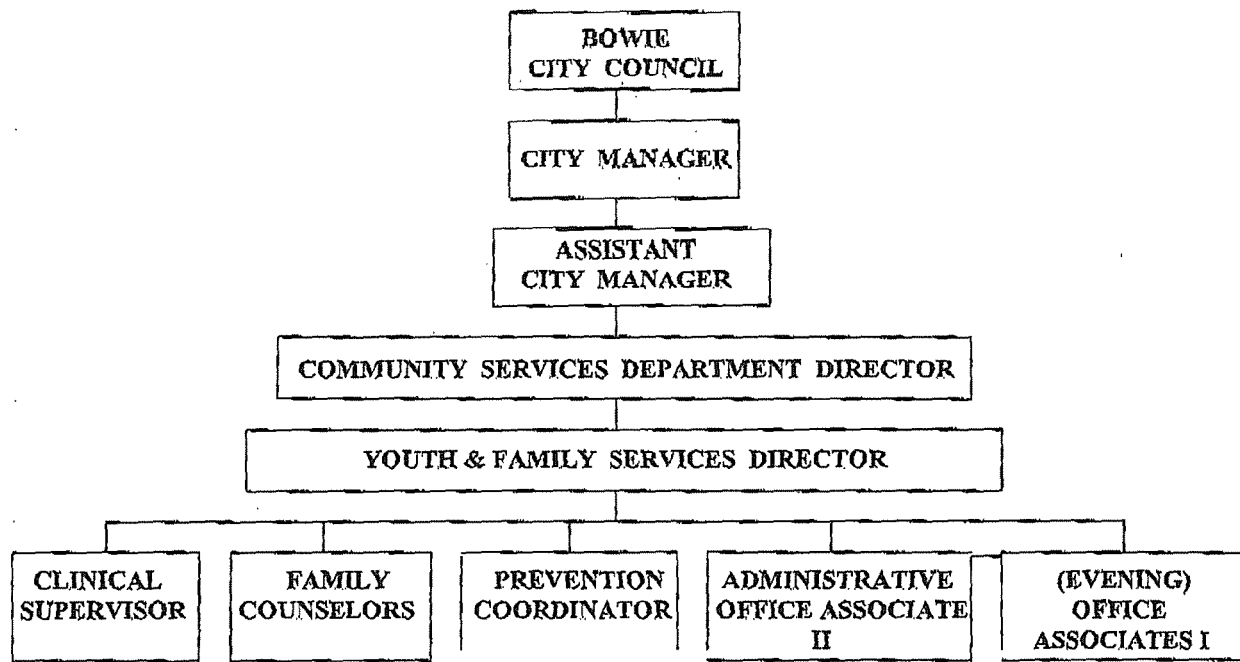
Adding this position to the CARES staff would allow the Director more time to focus on administrative duties, grant proposals, and participation on County and State groups regarding juvenile delinquency and clinical services. Administratively the Director would have more time to focus on program development and evaluation. This would include reviewing current evaluation tools, if necessary developing more robust evaluations measures for current programming and exploring and managing new grant opportunities. This year the Director is managing 3 grants and is supervising the new Volunteer Coordinator position. If the Volunteer Coordinator position continues, and stays under the CARES department, it will require time to supervise and manage. Regarding County and State meetings, the Director attends MAYSB meetings and works on their behalf as the Chair, participates in a County workgroup "The Mental Health Affinity" which is looking at gaps in mental health services in the County, and she has been appointed to the Maryland Juvenile Council. In the past she has participated in County and State groups looking at delinquency and truancy prevention, and attended the Human Services Coalition meetings and the Homeless Services group meetings. She has not been as active in the latter groups due to time constraints.

It is requested that this change in position be included in the budget for FY16.

**Organizational Chart  
City of College Park  
Youth, Family & Senior Services**



32) Organizational Chart – Bowie Youth & Family Services



## Michael McLaughlin

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**From:** Celia Craze  
**Sent:** Wednesday, April 15, 2015 1:24 PM  
**To:** Michael McLaughlin  
**Subject:** Licensing fee comparison  
**Attachments:** Copy of Fee comparison April 15, 2015.xls

Attached is the updated fee comparison. College Park adopted significant increases in their fees, particularly related to multi-family rentals.

Based on the 9 surveyed jurisdictions, plus Greenbelt, the average fee for multi-family rentals is \$136 and the median fee is \$130. The average fee for single-family rentals (includes townhouses and condos) is \$172.90 with a median fee of \$200. Our fees are low in comparison.

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# **LOCAL GOVERNMENT FEE COMPARISON - APRIL 15, 2015**

| Location       | Multi-family Rental | Single Family Rental | Other                             |
|----------------|---------------------|----------------------|-----------------------------------|
|                |                     |                      |                                   |
| Greenbelt      | 110/unit            | 150/unit             |                                   |
|                |                     |                      |                                   |
| Rockville      | 100/unit            | 200/unit             | \$125 minimum building permit fee |
|                |                     |                      |                                   |
| New Carrollton | 150/unit            | 200/unit             | Late fee \$5/day                  |
|                |                     |                      |                                   |
| College Park   | 125-207/unit        | 150/unit/condo       | \$41/room/hotel                   |
|                |                     | 244/unit/            |                                   |
|                |                     | townhouse &          |                                   |
|                |                     | single-family        |                                   |
|                |                     |                      |                                   |
| Bowie          | 50                  | 100                  | Reinspection fee \$50             |
|                |                     |                      |                                   |
| Hyattsville    | 225                 | 225                  |                                   |
|                |                     |                      |                                   |
| Riverdale Park | 200                 | 200                  | Late fee \$10 day                 |
|                |                     |                      |                                   |
| Laurel         | 25                  | 25                   |                                   |
|                |                     |                      |                                   |
| Berwyn Heights | 300                 | 300                  |                                   |
|                |                     |                      |                                   |
| PG County      | 50/unit/bi-annually | 75/bi-annually       |                                   |