

# **Alamance County Stepping Up Task Force**

## **Memorandum of Understanding**

*WHEREAS, the national Stepping Up Initiative helps advance counties' efforts to reduce the number of adults with mental illness and co-occurring mental health and substance abuse disorders in jails;*

*WHEREAS, the Board of Commissioners for Alamance County passed a resolution in support of the Stepping Up Initiative;*

*WHEREAS, a task force of community leaders and decision-makers has been established, and has committed to developing an action plan for the Stepping Up Initiative;*

*WHEREAS, the task force decided to apply for a planning and implementation grant from the United States Department of Justice, Bureau of Justice Assistance;*

*NOW, THEREFORE, BE IT RESOLVED that the Alamance County Stepping Up Task Force will serve as the team of county leaders, stakeholders, and decision-makers, who will develop the grant application, and engage in planning and implementation of the funded project.*

### **Purpose**

This memorandum of understanding (MOU) sets forth the basic terms under which the agencies listed herein agree to provide services to and participate in meeting the goals of the Stepping Up initiative. The agencies hereby agree, except to the extent that any such agency listed herein is restricted by federal law, state law/rules, or policy, to pledge the resources and assistance to initiate and implement a successful program as described in the agency commitment section of this MOU, including the tracking of data through an agreed upon data system. It is a basic tenant of this initiative that cost savings attained by the implementation of the Stepping Up initiative will be reinvested in agreed upon prevention, diversion, and treatment programs. Each agency participant agrees to adhere to the roles and responsibilities as stated below, and will support the goals and objectives of the Stepping Up initiative, including participating in short-term and long-term strategic planning through active participation in the Criminal Justice Advisory Council (CJAC). [The CJAC will focus on development and sustainability of the program, as well as development and implementation of a coordinated community response to those living with mental illness and co-occurring mental health and substance abuse disorders.]

1. Participate in an Alamance County Criminal Justice Advisory Council that will create a multidisciplinary community response to address the issues facing those living with mental illness or co-occurring mental health and substance abuse disorders, who are or may be involved in the criminal justice system;
2. Provide and participate in training programs (e.g., CIT, Mental Health First Aid) to assist law enforcement, prosecutors, local courts, and health and human services organizations in recognizing and addressing the needs of those living with mental illness and co-occurring mental health and substance abuse disorders;

3. Establish a “Co-Responder Program” that teams a mental health clinician with a law enforcement officer to co-respond to calls that might include mental illness and co-occurring mental health and substance abuse disorders; and
4. Providing or enhance the service continuum for those living with mental illness and co-occurring mental health and substance abuse disorders, including establishing a “24/7 Diversion/Assessment Center.”

### ***Mission and Vision of the Alamance County Stepping Up Taskforce***

***Mission:*** *To reduce the number of persons with mental illness or co-occurring mental health and substance abuse disorders, who are involved in the criminal justice system in Alamance County, North Carolina.*

***Vision:*** *A community that respects, supports, and embraces persons with mental illness or co-occurring mental health and substance abuse disorders, and whose systems of health, behavioral health, law enforcement, justice, human services, public safety, and advocacy work together in a deliberate and coordinated fashion to optimize the level of services provided for them and minimize their level of incarceration in the county detention center.*

### **Agency Commitments**

The government of Alamance County, North Carolina (NC) is the applicant organization and fiscal agent. The Alamance County Sheriff’s Department is the collaborating agency representing criminal justice, and Cardinal Innovations Healthcare Solutions is the collaborating agency representing mental health. All other collaborating agencies/organizations are partners in the broader service continuum to include promotion, prevention, screening, assessment, treatment, and supportive services for those living with mental illness or co-occurring mental health and substance abuse disorders. Given the importance of this initiative to Alamance County, the Sheriff’s Department has hired temporary co-project coordinators to convene, facilitate and lead this process to begin to move it forward immediately. A Project Director will be hired to manage all grant-related trainings and communication once the grant is received. The Project Director will be supervised by the Sheriff’s Department and will report to the Criminal Justice Advisory Council.

As the applicant and fiscal agent, Alamance County Government will retain ultimate accountability for the operation of this program. Should an award be made, Alamance County Government will be responsible for all statutory, fiscal, and programmatic requirements for this grant, including all project deliverables. Roles and responsibilities of all partner agencies, including the two lead collaborating agencies, are delineated below.

## Commitments of Agency PARTNERS

### **Alamance County Government will:**

- As noted above, Alamance County will be responsible for all statutory, fiscal, and programmatic requirements for this grant, including all project deliverables;
- County government will provide support, as feasible, with building space for a 24/7 Diversion/Assessment Center;
- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;
- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring mental health and substance abuse disorders; and
- Participate in evaluation by gathering and reporting statistical data as required by the grant program.

### **Alamance County Sheriff’s Department will:**

- Provide leadership for this initiative in their role as the *criminal justice collaborating agency*;
- Provide funding, office space, support, and supervision for two temporary part-time co-coordinators for this initiative;
- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;
- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring mental health and substance abuse disorders;
- Commit an agreed upon percentage of officers to be trained in appropriate law enforcement trainings that target work with those with mental illness or co-occurring substance use [e.g., Crisis Intervention Team (CIT), Mental Health First Aid);
- Review agency policies and protocols to ensure they are responsive to the needs of those living with mental health or co-occurring mental health and substance abuse disorders;
- Participate in evaluation by gathering and reporting statistical data as required by the grant program.

**All other Alamance County Law Enforcement Agencies including: Burlington Police Department, Elon Police Department, Gibsonville Police Department, Graham Police Department, Haw River Police Department, and Mebane Police Department will:**

- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;
- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring substance use;
- Commit an agreed upon percentage of officers to be trained in appropriate law enforcement trainings that target work with those with mental illness or co-occurring mental health and substance abuse disorders [e.g., Crisis Intervention Team (CIT), Mental Health First Aid);
- Review agency policies and protocols to ensure that they are responsive to the needs of those living with mental illness or co-occurring mental health and substance abuse disorders, including training to staff; and
- Participate in evaluation by gathering and reporting statistical data as required by the grant program.

**Cardinal Innovations Healthcare Solutions will:**

- Provide leadership for this initiative in their role as *mental health collaborating agency*;
- As Alamance County’s Managed Care Entity for Behavioral Health we commit to being an active partner with full participation in the Alamance County Criminal Justice Advisory Council whose goal will be the reduction of those with mental illness or co-occurring mental health and substance abuse disorders in the criminal justice system;
- Participate in the initial, ongoing planning and development phases of the Stepping Up initiative in Alamance County through representation on the Alamance County Criminal Justice Advisory Council and participation in the “Community Dialogue” in an effort to improve outcomes for this target population;
- Help Alamance County evaluate service gaps and needs, as well as identify resources for individuals who are living with mental illness or co-occurring mental health and substance abuse disorders;
- Provide CIT and Mental Health First Aid training as available within our resources and assist with locating additional resources to meet the need of the community as Alamance County implements strategies to improve outcomes for this target population; and
- Will be an engaged partner in the Stepping Up Task Force even while not responsible for managing or administering any grants associated with this effort.

**Alamance County District Attorney's Office will:**

- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;
- Have an agreed upon number of attorneys attend training on working with those living with mental illness or co-occurring mental health and substance abuse disorders, who become involved with the criminal justice system;
- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring mental health and substance abuse disorders;
- Review district attorney policies and protocols to ensure that they are responsive to the needs of those living with mental illness or co-occurring mental health and substance abuse disorders, including training to staff; and
- Assist the evaluation process by gathering and reporting statistical data, where allowed by law and when feasible, to support the grant-funded project.

**RHA Health Services, LLC will:**

- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;
- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring mental health and substance abuse disorders;
- Review agency policies and protocols to ensure that they are responsive to the needs of those living with mental illness or co-occurring mental health and substance abuse disorders, including training to staff;
- Be an active partner in the continuum of health related services for the target population, including screening, assessment, treatment follow-up services, and referral to the appropriate local service continuum; and
- Participate in evaluation by gathering and reporting statistical data as required by the grant program.

**Alamance Regional Medical Center will:**

- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;

- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring mental health and substance abuse disorders;
- Commit an agreed upon percentage of agency staff to be trained in how to work with those with mental illness or co-occurring substance use [e.g., Crisis Intervention Team (CIT), Mental Health First Aid];
- Review agency policies and protocols to ensure that they are responsive to the needs of those living with mental illness or co-occurring mental health and substance abuse disorders, including training to staff;
- Be an active partner in the continuum of health related services for the target population including emergency care, medical assessments and physiological care, medical detoxification, and referral to the appropriate local service continuum; and
- Participate in evaluation by gathering and reporting statistical data as required by the grant program.

**Residential Treatment Services of Alamance will:**

- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;
- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring mental health and substance abuse disorders;
- Provide 24 hour mental health and substance abuse treatment services for the target population as a major part of the treatment continuum including but not limited to: short-term 24 hour treatment including facility-based crisis services and nonmedical detoxification (less than 30 days); long-term 24 hour treatment (more than 30 days); Halfway House; and Aftercare Sober Living.
- Review agency policies and protocols to ensure that they are responsive to the needs of those living with mental illness or co-occurring mental health and substance abuse disorders including training to staff; and
- Participate in evaluation by gathering and reporting statistical data as required by the grant program.

**Alamance County Department of Social Services will:**

- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;

- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring mental health and substance abuse disorders;
- Commit an agreed upon percentage of agency staff to be trained in how to work with those with mental illness or co-occurring substance use [e.g., Crisis Intervention Team (CIT), Mental Health First Aid];
- Provide trauma-informed training for an agreed upon percentage of those staff who are actively involved in the comprehensive community response to those living with mental illness or co-occurring mental illness and substance abuse and are involved in the criminal justice system;
- Review agency policies and protocols to ensure that they are responsive to the needs of those living with mental illness or co-occurring mental health and substance abuse disorders, including training to staff; and
- Participate in evaluation by gathering and reporting statistical data as required by the grant program.

**Alamance County Health Department will:**

- Serve as lead agency responsible for drafting, testing, and implementing the primary data questions, survey, or other tools determined by the planning process to track and evaluate project output and outcome measures, as well as the required Bureau of Justice Assistance performance measures;
- Ensure mental health and substance abuse measures are included in the Alamance County Health Assessment or the State of the County Health report, depending on the yearly cycle;
- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;
- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring mental health and substance abuse disorders;
- Commit an agreed upon percentage of agency staff to be trained in how to work with those with mental illness or co-occurring substance use [e.g., Crisis Intervention Team (CIT), Mental Health First Aid]; and
- Review agency policies and protocols to ensure that they are responsive to the needs of those living with mental illness or co-occurring mental health and substance abuse disorders, including training to staff.

**United Way of Alamance County will:**

- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;
- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring mental health and substance abuse disorders;
- Commit an agreed upon percentage of agency staff to be trained in how to work with those with mental illness or co-occurring substance use [e.g., Crisis Intervention Team (CIT), Mental Health First Aid];
- Review agency policies and protocols to ensure that they are responsive to the needs of those living with mental illness or co-occurring mental health and substance abuse disorders, including training to staff;
- Actively research, plan for, develop and implement “Project 25” for Alamance County; and
- Participate in evaluation by gathering and reporting statistical data as required by the grant program.

**Allied Churches of Alamance County will:**

- Actively participate and be represented on the Alamance County Criminal Justice Advisory Council that will be responsible for strategic planning and implementing this cross-disciplinary initiative;
- Actively participate in an initial planning process, a “Community Dialogue,” that will begin to develop an initial local community response to the issue of those citizens, who are involved with the criminal justice system and are living with mental illness or co-occurring mental health and substance abuse disorders;
- Provide supportive services as needed to the target population including, but not limited to: temporary shelter, help in accessing supportive housing options, short-term case management as appropriate and available;
- Review agency policies and protocols to ensure that they are responsive to the needs of those living with mental illness or co-occurring mental health and substance abuse disorders, including training to staff; and
- Participate in evaluation by gathering and reporting statistical data as required by the grant program.

**TERM**

This MOU shall be effective beginning May 17, 2016, and shall continue for a term of three (3) years, automatically renewing for successive three (3) year periods upon the execution date of this agreement unless either agency gives thirty (30) days written notice that it does not wish to



renew participation in the MOU. All notices required or permitted under this MOU shall be in writing and shall conclusively be deemed to have been delivered upon (a) personal delivery, (b) successful facsimile transmission, or (c) electronic mail to the Project Director at the Alamance County Sheriff's Department, who will be responsible for giving notice to agencies listed herein.

### **TERMINATION**

The agencies may jointly terminate this MOU by unanimous action at any time. Any agency shall have the authority to terminate its participation for its convenience upon thirty (30) days prior written notice to the Project Director. However, the withdrawal of less than all of the agencies shall not act as a termination of the MOU or the responsibilities of the remaining agencies in accordance with the terms of the MOU.

**IN WITNESS WHEREOF**, the parties have caused this memorandum of understanding to be executed by their duly authorized representatives as of May 17<sup>th</sup>, 2016. All signing parties have reviewed and approved the proposed project budget.

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Signature Page for Stepping Up Task Force of Alamance County

Memorandum of Understanding

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Chief Terry Johnson  
Alamance County Sheriff's Department

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Debra Welch  
Cardinal Innovations Healthcare Solutions

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Pat Nadolski  
Alamance County District Attorney

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Craig Honeycutt  
Alamance County Government

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Chief Jeffrey Smythe  
Burlington Police Department

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Chief Ron Parrish  
Gibsonville Police Department

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Chief Jeffery C. Prichard  
Graham Police Department

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Chief Toby Harrison  
Haw River Police Department

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Chief Terrence E. Caldwell  
Mebane Police Department

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Chief Judge Brad Allen  
Alamance County Court District 15-A

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Susan Osborne  
Alamance County Department of Social Services

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Stacie Saunders, Director  
Alamance County Health Department

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Ron Osborne, Executive Director  
RTS of Alamance

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Kim Crawford, Executive Director  
Allied Churches of Alamance County

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Preston Hammock  
Alamance Regional Medical Center

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Heidi Norwick, Executive Director  
United Way of Alamance County

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Chief Cliff Parker  
Elon Police Department

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RHA  
Tom Lesniak/Sara Osborne-Huffman

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Ann Meletzke  
Healthy Alamance