



Agenda Date: 1/23/2007  
Agenda Placement: 6C

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Theresa Richmond for Randolph F. Snowden - Director  
Health & Human Services  
**REPORT BY:** Theresa Richmond, Chief Operations Officer, 259-8176  
**SUBJECT:** Amend Departmental Allocation List for the Health and Human Services Agency - Mental Health

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### **RECOMMENDATION**

Director of Health and Human Services Agency and Human Resources Director request adoption of a resolution amending the Departmental Allocation List for the Mental Health Division of the Health and Human Services Agency, effective January 23, 2007, with no net increase in FTE's, as follows:

1. Delete: two (2) Medical Secretary, one (1) Psychiatric Nurse, one (1) Senior Mental Health worker; and
2. Add: two (2) Secretary, one (1) flexibly staffed Emergency Response Counselor - Registered/Emergency Response Counselor - Licensed, one (1) flexibly staffed Mental Health Counselor/Mental Health Counselor - Registered/Mental Health Counselor - Licensed.

### **EXECUTIVE SUMMARY**

Approval of the requested actions will amend the Departmental Allocation List for the Mental Health Division of the Health & Human Services Agency with no net increase in FTE, effective January 23, 2007. Some salary savings will be realized if the requested changes are approved.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Mental Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested actions are discretionary in that there are no mandates to have these specific positions. However, the County is under contract and receives

funding to provide an array of community mental health services. In addition, County Mental Health is mandated to provide emergency mental health services. Approval of the requested actions will allow for greater flexibility in recruitment and hiring to fill the positions and provide the necessary level of services for the community at a net annualized saving to the Mental Health budget of approximately \$26,000.

Is the general fund affected? Yes

Future fiscal impact: The requested actions amending the Agency's Departmental Allocation Listing results in no net impact to the FTE's in the Mental Health Division. However the changes will result in a net savings to the Mental Health budget. Future fiscal years will be budgeted accordingly.

Consequences if not approved: If the requested action is not approved, the Agency will have continued difficulty in filling some positions that have been vacant for an extended period, which would impact the ability of the Agency to meet contractual obligations for provision of services. In addition, the net salary savings resulting from the requested changes would not be realized.

Additional Information: None

## **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

Recent vacancies in the Mental Health Division have given the new Mental Health Director and staff the opportunity to review the vacancies and to determine the appropriateness of the particular position's classification within the current structure. The proposed changes will allow for maximum flexibility within the recruitment and hiring process, and better align the current staffing needs within the Division with the class of positions necessary to meet those needs. There will be no net increase in FTE's with the proposed changes.

### **Delete two Medical Secretary positions and add two Secretary positions**

With the vacancy of two medical secretary positions in the Medication Clinic of Mental Health, the Division has the opportunity to restructure the clerical support. It was determined that the higher level classification of medical secretary is not required for the functions performed by the support staff. Rather, the secretary classification more aptly describes the duties within this unit and will also allow for greater ease in recruiting qualified applicants. This proposed change will result in salary savings.

### **Delete one Psychiatric Nurse and add one Emergency Response Counselor - Registered/Emergency Response Counselor - Licensed**

In a Board action on October 24, 2006, the Agency created a job classification series specific to emergency response staff. The recent retirement of a Psychiatric Nurse provides the Psychiatric Emergency Response Unit (ER) the opportunity to change the Psychiatric Nurse position to the lower level of ER Counselor - Registered/ER Counselor - Licensed, thereby aligning this position within the restructured unit. The ER Unit is a mandated 24/7 mental health service that provides psychiatric emergency response services within the Mental Health division of HHSA. A salary saving will result from this proposed change.

Delete one Senior Mental Health Worker and add one Mental Health Counselor/Mental Health Counselor - Registered/Mental Health Counselor - Licensed

In December 2006, one of two Senior Mental Health Workers retired. With the retirement came the opportunity to delete the position and add a flexibly staffed position which would allow for maximum flexibility in the Adult Services unit of the Mental Health Division. The level of clinical complexity, and the accompanying mental health services delivery and documentation standards, require a higher level of education than is required by a Senior Mental Health Worker classification. Additionally, the caseload has, over the past years, increasingly shifted to clients with more complex issues and illnesses requiring greater staff experience, education and skill to best serve the clients needs. The proposed classification is at a minimum a Master's level position.

Moreover, the Agency has had problems recruiting qualified staff in unlicensed/licensed counselor positions, especially bilingual staff. When an unlicensed position becomes vacant, the Agency must either hold on to the vacancy until a qualified unlicensed candidate applies or propose the addition of a new licensed position to the Board of Supervisors if a qualified licensed applicant is identified. This process takes time and often the Agency loses a qualified licensed candidate. The market requires that the Agency be able to react quickly when any qualified candidates are identified whether the candidates are unlicensed, registered interns or licensed. The proposed change to flexibly staff this position will relieve the Agency from having to initiate Board action when a qualified applicant is identified. Anticipated hiring of a Counselor at Step One will initially result in a cost saving.

Approval of the requested actions is recommended. In addition to assisting staff in filling hard-to fill vacancies, approval of the above requested actions is expected to result in net salary savings estimated around \$26,000 annually.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita