



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

## 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 Health and Human Services Agency - Administration

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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 Administration Division of the Health and Human Services Agency deleting one (1) Principal Quality Management Specialist and adding one (1) (M) Assistant Manager - Quality Management, effective January 23, 2007.

### **EXECUTIVE SUMMARY**

Approval of the requested action will amend the Departmental Allocation List of the Administration Division of the Health and Human Services Agency to delete one (1) vacant Principal Quality Management Specialist and add one (1) Assistant Manager - Quality Management, effective January 23, 2007 with no net increase in FTE's. The additional cost of this second Assistant Manager position will be more than offset by higher MAA/TCM (Medi-Cal Administrative Activities/Targeted Case Management) revenues being realized by the Agency.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This position is discretionary in that there is no mandate to have either the Principal Quality Management Specialist or the Assistant Manager position. However, the proposed Assistant Manager - Quality Management position will perform critical functions in support of the Agency's Quality

Management Division. The change will permit the restructuring of the division and provide for more effective management by reducing the Quality Management Director's number of direct reports from eight to five.

Is the general fund affected?	Yes
Future fiscal impact:	This is a permanent position and appropriations will be budgeted in future years.
Consequences if not approved:	If this request is not approved, the Quality Management Division will retain its existing structure and will fill the Principal Quality Management Specialist position.
Additional Information:	The proposed Assistant Manager - Quality Management position will be funded by approximately 85% Social Services Allocations and 15% General Fund.

The proposed position will cost approximately \$10,000 more at step 5 than the Principal Quality Management Specialist position it replaces. The additional cost will be funded by greater than anticipated MAA/TCM revenue claimed for another position in the division—the Medi-Cal Administrative Activities/Targeted Case Management coordinator (“MAA/TCM coordinator”). The current year budget contains only \$5,000 in projected MAA/TCM revenue for the MAA/TCM coordinator. However, the new MAA/TCM coordinator will be assigned to spend 50 percent of her time on MAA/TCM administration. That activity will qualify for 50 percent reimbursement and will generate revenue of approximately \$25,000 per year or \$20,000 more than projected for the MAA/TCM coordinator position. This additional revenue will more than offset the \$10,000 additional cost of the proposed Assistant Manager - Quality Management position.

## **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**

The Board approved the creation of the Quality Management (QM) unit on October 5, 2006. As the QM unit and the Agency staff have worked to distinguish and build the quality management/quality improvement responsibilities, it has become apparent that slight modifications should occur in the staffing plan. The proposed action would create an additional Assistant Manager in the Quality Management unit. There will be no net increases in FTE's.

Currently, the manager of QM serves as the Agency's Compliance Officer and directly supervises eight staff in the QM unit. Among the eight staff being supervised, only one is a management level employee and none are supervisory level. Due to the level of complexity and responsibilities in this unit, the Agency Administration determined that a management level classification was more appropriate than a supervisory level classification.

The proposed Assistant Manager of QM would directly supervise the three staff assigned to Social Services Programs and be the staff person within QM responsible for the Child Welfare Services (CWS) quality

management activities. These activities would include CWS program audits, data analysis and reporting activities for CWS, accreditation oversight and coordination, program planning and policy development support for the CWS division, management and supervision of three QM Specialists assigned to Social Services Programs, and oversight of the Agency's Grievances and State and County Fair Hearings within the Social Services programs. In addition, the Assistant Manager may also have periodic compliance inquiries directed to him/her for investigation.

While there are no net increases in FTE's, there is increased cost for the addition of an Assistant Manager - QM. The additional cost will be more than offset by additional MAA/TCM revenue. Furthermore, this proposed position will strengthen and increase the capabilities of the QM unit.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita