



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 1/24/2017

Agenda Placement: 6Q

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Heather Ruiz - Director  
Human Resources

**REPORT BY:** Kevin Lemieux, Senior Human Resources Analyst - 253-4000

**SUBJECT:** Adoption of a Resolution Amending the Departmental Allocation List for the Health and Human Services Agency, the Table and Index of Classes, and Appropriate Personnel Policies

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### **RECOMMENDATION**

Director of Human Resources and Director of Health and Human Services Agency request adoption of a resolution amending the Departmental Allocation List for the Health and Human Services Agency, the Table and Index of Classes, and appropriate personnel policies as follows, effective December 31, 2016:

1. Amend the Departmental Allocation List by adding one 1.0 FTE Acting Deputy Director of HHSA - Child Welfare Services Director (MC) Limited Term (LT), through June 29, 2018;
2. Amend the Table and Index by adding one Acting Deputy Director of HHSA - Child Welfare Services Director; and
3. Amend appropriate personnel policies as outlined in "Exhibit A" of the resolution.

### **EXECUTIVE SUMMARY**

Due to a resignation, the Director of Health and Human Services is requesting appropriate actions to add a Limited Term Acting Deputy Director HHSA - Child Welfare Services Director. The Director of Health and Human Services has selected the current Assistant Deputy Director of HHSA - Child Welfare Services for this acting role for the duration of the term, or until a new Deputy Director of HHSA - Child Welfare Services Director is permanently appointed.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

**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**

Due to a resignation, the Director of Health and Human Services is requesting appropriate actions to add a Limited Term Acting Deputy Director HHSA - Child Welfare Services Director including amending the Departmental Allocation List for the Health and Human Services Agency, the Table and Index of Classes, and appropriate personnel policies.

The interim assignment will terminate at the conclusion of the term on June 29, 2018, or when a new Deputy Director of HHSA - Child Welfare Services Director is permanently appointed. The Acting Deputy Director HHSA - Child Welfare Services Director is an appointment made by the Director of Health and Human Services. If these actions are approved, the Director of Health and Human Services will appoint Rebecca Feiner, effective December 31, 2016. Rebecca Feiner has served as Assistant Deputy Director of HHSA - Child Welfare Services since December of 2006 and previously served as a Supervising Mental Health Counselor II - Licensed and Social Worker IV with Napa County Health and Human Services.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan