



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 1/29/2019

Agenda Placement: 6N

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Nikki Salas - 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

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### **RECOMMENDATION**

Director of Human Resources and Director of Health and Human Services Agency request the adoption of a resolution amending the Departmental Allocation List for the Alcohol and Drug Services Division of the Health and Human Services Agency, as follows, effective January 29, 2019, with no net increase in full-time equivalents and no increase to the General Fund:

1. Delete one 1.0 FTE Senior Office Assistant.
2. Add one 1.0 FTE Supervising Mental Health Counselor II.

### **EXECUTIVE SUMMARY**

The Health and Human Services Agency (HHS) Alcohol and Drug Services (ADS) Division entered into a waiver with the Department of Health Care Services (DHCS) for Medi-Cal billable services. The agreement with DHCS requires a higher level of contract monitoring, a larger continuum of care, and an increased need for compliance reviews. If approved, this action will delete a vacant Senior Office Assistant and add a Supervising Mental Health Counselor II to ADS to ensure DHCS's compliance requirements are met.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes

Is it currently budgeted?            No

What is the revenue source?	This position is 100% funded by Drug Medi-Cal reimbursements and other billable Health and Human Services (HHSA) funding sources. There is no impact to the County General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The proposed addition of a Supervising Mental Health Counselor II will allow the Alcohol and Drug Services (ADS) Division of HHSA to provide the level of service required by the Department of Health Care Services (DHCS). This includes ensuring ADS meets the stringent compliance requirements of a new waiver agreement.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2018-2019 for the proposed reclassification is estimated at \$16,751, and will be offset by salary savings. The increased annualized cost for this position is estimated at \$50,253, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the requested addition of a Supervising Mental Health Counselor II is not approved, ADS will not be appropriately staffed to meet the compliance requirements of the waiver agreement with the DHCS.
Additional Information:	

### **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**

In late 2017, the Health and Human Services Agency's (HHSA) Alcohol and Drug Services (ADS) Division entered into the Organized Delivery Service (ODS) waiver with the Department of Health Care Services (DHCS) for Medi-Cal billable services. This waiver represents a significant change to the manner in which services are provided by ADS. The agreed upon changes require a higher level of contract monitoring, a broader continuum of care, and an increased need for compliance reviews. The current structure of ADS is insufficient to adhere to the start up and monitoring activities required by the waiver.

If approved, the requested Supervising Mental Health Counselor II will establish a more effective organizational structure for the strict monitoring of ADS contracts and internal billings, which is required by the waiver agreement with DHCS. They will also be responsible for monitoring all ADS contracts, including detox and residential services, youth outpatient and youth residential services, Prevention, the Access Call Center and Medication Assisted Treatment. These are functions that cannot be performed by the vacant Senior Office Assistant position the proposed action replaces, or by any incumbent within ADS. Additionally, a Supervising Mental Health Counselor II position would be eligible to claim time to Utilization Review and to Drug Medi-Cal Administration, which increases ADS revenue while ensuring compliance with the guidelines of the waiver.

Therefore, the Director of Human Resources and the Director of the Health and Human Services Agency recommend the adoption of a resolution to amend the Departmental Allocation List for the Alcohol and Drug Services Division of HHSA as shown on "Exhibit A," effective January 29, 2019, with no net increase in full-time

equivalents and no increase to the General Fund.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi