



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/8/2019

Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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 Table and Index of Classes and the Departmental Allocation Lists for Multiple Departments and Appropriate Personnel Policies

RECOMMENDATION

Director of Human Resources, Interim Director of Health and Human Services, and County Executive Officer request adoption of a resolution, as follows, effective January 12, 2019, with a net increase of one full-time equivalent, and a slight increase to the County General Fund:

1. Amend the Table and Index of Classes by:
 - a. Deleting two (2.0 FTE) Chief Deputy Director of Health and Human Services (NCO);
 - b. Adding one (1.0 FTE) Assistant Director of Health and Human Services (NCO);
 - c. Adding one (1.0 FTE) Deputy Director of Health and Human Services - Administrative Services (NCO); and
 - d. Adding one (1.0 FTE) Director of Housing and Homeless Services (NCO);
2. Amend the Departmental Allocation Lists for multiple departments as outlined in "Exhibit A" of the Resolution; and
3. Amend appropriate personnel policies as outlines in "Exhibit A" of the Resolution.

EXECUTIVE SUMMARY

At the request of the Interim Director of Health and Human Services, the proposed action changes the leadership structure of the Administration Division of the Health and Human Services Agency (HHSA). The requested changes will return HHSA to an leadership organizational structure that closely resembles that which was used prior to 2016's implementation of the current structure. If approved, this request replaces two Chief Deputy Director of Health and Human Services Agency positions with three new positions, and adds a shared position, between the County Executive Office and HHSA, to spearhead the County's efforts to address homelessness and affordable housing challenges.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The proposed positions will be partially funded through Health & Human Services Agency (HHS) General Fund and County General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action returns the Administration Division of HHS to a leadership structure that worked more efficiently than the current structure. It will streamline reporting structures to a format that was effective for nearly 20 years. The addition of the Housing & Homeless Services Director will work towards meeting the County's strategic goals related to homelessness and housing issues.
Is the general fund affected?	Yes
Future fiscal impact:	The total cost savings for Fiscal Year 2018-2019 is estimated at \$15,028 for HHS. The increased cost for Fiscal Year 2018-2019 is estimated at \$112,882 for the County Executive Office. The ongoing annual cost increase will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the requested changes are not approved, the Administration Division of HHS will continue to function with a less effective organizational structure.
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

When Napa County transitioned from a Human Services Delivery System (HSDS) to the Human Services Agency (HHS), there was a change in the administrative organizational structure of the Agency. The structure was designed to include a Director of Health and Human Services, an Assistant Director of Health and Human Services, and Chief Operations Officer - Health and Human Services positions. That structure remained unchanged for approximately 20 years. In 2016, the Assistant Director and Chief Operations Officer positions were deleted and two Chief Deputy Director of HHS positions were created. The two Chief Deputies each had several of the divisions within HHS under their supervision. The current structure is not ideal and the requested action proposes reverting to the previous successful structure. Additionally, HHS currently provides services to the County's homeless population while staff within the County Executive Office work to provide solutions for the County's housing shortages. At times, these two programs are working with the same population. There is a need streamline the services offered by the two programs and provide focused housing and homeless efforts across the county.

Therefore, the Director of Human Resources, Interim Director of Health and Human Services, and County Executive Officer recommend the adoption of a Resolution to amend the Table and Index of Classes, multiple Departmental Allocation Lists, and the appropriate personnel policies, as shown on Exhibit "A," effective January 12, 2019, with a net increase of one full-time equivalent, and a slight increase to the County General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi