



Agenda Date: 1/9/2007
Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Theresa Richmond for Randy Snowden - Director
Health & Human Services
REPORT BY: Theresa Richmond, Chief Operations Officer, 259-8176
SUBJECT: Amendment to Departmental Allocation for Health & Human Services - Social Services

RECOMMENDATION

Director of Health and Human Services Agency and Human Resources Director request adoption of a resolution amending the Departmental Allocation List for the Social Services Division of the Health and Human Services Agency adding one (1) Child Protective Services Worker I/II, one (1) Office Assistant II, two (2) Social Worker I/II, and one (1) Social Worker Supervisor II; and deleting one (1) Community Aide, one (1) .5 Office Assistant II - Limited Term through June 30, 2007, one (1) Social Worker III, and one (1) Supervising Mental Health Counselor II - Licensed, for a 1.5 FTE net increase, effective January 9, 2007.

EXECUTIVE SUMMARY

Approval of the requested actions will amend the Departmental Allocation List for the Social Services Division of the Health and Human Services Agency, deleting four (3.5 FTE) vacant positions and adding five (5.0 FTE) positions better suited to the responsibilities and duties of Child Protective Services, effective January 9, 2007. There will be a 1.5 net increase in FTEs. The Agency proposes to fund the resultant increased costs with Child Welfare Services Outcome Improvement Augmentation funds from the State.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Child Welfare Services allocation
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested action is discretionary in that the proposed reclassification and addition of various positions are not mandated by statute. However, improved

regulatory compliance and enhanced operational efficiency are expected to result from the requested reclassifications and the additional 1.5 FTE.

Is the general fund affected?

No

Future fiscal impact:

Total additional costs for the remainder of Fiscal Year 2006-2007 for the three requested reclassifications and 1.5 additional FTEs is \$35,850. The Agency will utilize the Child Welfare Services Outcome Improvement Augmentation of \$139,975 to fund these increases.

The total annualized cost for the three requested reclassifications and 1.5 additional FTEs is \$78,224. The Agency anticipates that the Child Welfare Services Outcome Improvement funding will be a sustainable funding source.

Consequences if not approved:

These reclassifications and new positions in the Child Welfare Services Division will allow the Agency to implement child welfare redesign initiatives. Additionally, the Agency will be better able to handle critical emergency response cases.

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

The new Child Welfare Services (CWS) Director hired in October 2006 has had the opportunity to review and assess the staffing levels and positions within the CWS Division. A determination has been made that the proposed actions would better serve the client needs in the CWS Division. These changes would address the need for more skilled staff at the appropriate experience level in the CWS Division.

Deletion of one Social Worker III and addition of one Child Protective Services Worker I/II:

The deletion of one vacant Social Worker III position and addition of one Child Protective Services Worker I/II (CPS I/II) position is requested. Functionally, the change is designed to more effectively address all types of CPS emergency response cases. Currently, the Social Worker III position investigates the less critical cases, and the CPS Worker investigates the more complex cases. CPS cases often unfold as the investigation and assessment proceeds. While a CPS case may appear to be less complicated at the time of the initial referral, on numerous occasions the case turns out to be exceedingly complex. Due to the level of risk and liability involved in these emergency response cases, it is important to have the most highly trained/skilled staff assigned to these complex cases.

Deletion of one Supervising Mental Health Counselor II - Licensed and addition of one Social Worker Supervisor II:

The deletion of one vacant Supervising Mental Health Counselor II - Licensed and addition of one Social Worker Supervisor II is requested. The position became vacant when the incumbent accepted the position of Assistant Child Welfare Services Director. The job tasks and level of responsibility of the proposed deleted position are comparable to the other supervisors in the division, all of whom are Social Worker Supervisors. A licensed clinician is not required for the Social Worker Supervisor positions. The proposed action would both serve parity of assignments and incur a cost savings (\$4,374) to the Child Welfare Services Division which can be

used to partly offset the other proposed staffing needs.

Deletion of one Community Aide and addition of two Social Worker I/II's:

The requested action will delete one vacant Community Aide position and add two Social Worker I/II positions. In order to better serve the clients in the Child Welfare Services Division (CWS), the addition of one of the Social Worker I/II's will increase the level of skills and experience to facilitate parental visiting with children in out-of-home care and in the Child Protective Services office. The Community Aide position requires less experience and the duties are primarily transportation of families and visitation supervision. The Social Worker I/II position requires the skills to provide parental assistance and direction during visits with their child(ren).

The Social Worker I/II will demonstrate the skills for coaching individuals to modify parental behavior during visits and will carry a caseload. The Social Worker I/II will also be able to observe and document behaviors and indicators related to the parent/child interaction with the outcome measure in mind while providing children and families transportation to and from visits and appointments. This position will additionally provide much needed training for the division's CPS staff.

The additional Social Worker I/II will provide the staffing necessary to assess potential guardians referred by the Probate Court. Without the additional Social Worker I/II position, CWS would be unable to meet the court's expectation for timely Guardian assessments and could result in County Counsel requested continuances. In addition to the above responsibilities, the incumbent will review cases in an attempt to identify and contact lost adult "connections" from the child's past. A new law, AB 408, requires extensive searches for adults potentially able to be resources or offer a "Permanent Connection" to youth currently in or emancipating from the foster care system.

Deletion of one .5 FTE Office Assistant II - Limited Term and addition of one Office Assistant II:

The requested action will also increase a .5 Office Assistant II - Limited Term to a full-time regular position to provide necessary clerical support and infrastructure for licensing/relative assessments as mandated by AB 408. These responsibilities are highly technical and regularly audited by the State. Failure to process foster parent applications and renewals in a timely manner could result in substantial fiscal sanctions. Conversion of the vacant half-time Limited Term position to a full-time regular position will ensure consistent qualified clerical support.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita