



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/15/2013

Agenda Placement: 7H

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Mason, Suzanne - Director
Human Resources

REPORT BY: Heather Ruiz, DEP DIRECTOR, EMPL & COMP - 707-259-8720

SUBJECT: Resolution of the Departmental Allocation List for the Health Care Enhancement Division of the Health and Human Services Agency to add three additional positions

RECOMMENDATION

Director of Human Resources and Acting Director of Health and Human Services request adoption of a resolution amending the Departmental Allocation List for the Health Care Enhancement Division of the Health and Human Services Agency (HHSA) by adding one (1.0 FTE) Mental Health Counselor – Licensed and two (2.0 FTE) Community Aides, effective October 15, 2013.

EXECUTIVE SUMMARY

The Health & Human Services Agency (HHSA) is requesting the addition of three allocations. These positions will be part of a new Hub unit that accepts referrals from several high-traffic HHSA divisions and coordinates access to services by providing complete assessments of needs and appropriate referrals with the objective of improving outcomes for individuals seeking services at HHSA.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	These positions are funded by County General Funds allocated in Health and Human Services Agency (HHSA) budget that were freed up by Intergovernmental Transfer revenue (84%), and Medi-Cal (16%).
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	These positions are discretionary in that they are not mandated by any statute. HHSA has received additional Medicaid revenues through the Intergovernmental Transfer (IGT) process to provide health-related services to County residents. This revenue will free up County General Funds allocated in the HHSA budget to be used for this project. The Mental Health Counselor position will also claim some Medi-Cal revenue.
Is the general fund affected?	Yes
Future fiscal impact:	The estimated cost of salary and benefits for the addition of these three positions for Fiscal Year 2013-2014 is \$171,505. The ongoing annualized cost of salary and benefits changes will be \$229,981. These positions will be funded by General Funds allocated to the HHSA budget that were freed up by Intergovernmental Transfer revenue and Medi-Cal revenue and therefore ,there will be no net increase to the County General Fund.
Consequences if not approved:	If these positions are not approved, HHSA will not have the staff required for the new Hub unit, which would jeopardize the successful implementation of the project.
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

Health and Human Services Agency is requesting the addition of three (3.0 FTE) allocations as a part of the creation of a new unit that will accept referrals and coordinate access to services by providing complete assessments of individual needs and provide appropriate referrals, improving outcomes for those seeking services at HHSA. The multidisciplinary care access Hub (the Hub) will provide screening, assessment of needs, navigation, and referral to the appropriate services for individuals with multiple needs who will benefit from an integrated approach to care.

HHSA divisions that receive high volumes of first-time clients who often have multiple needs (Self Sufficiency Services, Public Health and Child Welfare Services) will address the individual's immediate, stated need (Medi-Cal application, child immunization, etc.) and also offer individuals an opportunity to be briefly screened to identify factors that pose the most significant risks to the person's overall health and wellbeing, including such factors as housing, homelessness, food insecurity and family violence as well as physical, mental health and substance use conditions. If the individual meets specified criteria for multiple but non-urgent needs, s/he will be referred to the Hub.

The Hub unit staff will initially screen referred individuals. If an individual is identified as having multiple needs that appear to be manageable through timely referral and warm handoff to County or community-based services, the Hub will complete a more comprehensive assessment to confirm specific needs and will engage the individual in appropriate referrals. On the other hand, if a person is identified during the initial screening as having an urgent need, s/he will be sent directly to the appropriate service division, which will provide immediate assistance. The

Mental Health Counselor-Licensed position will serve as an Access Specialist and will conduct multidisciplinary assessments and provide referrals to appropriate services. The Community Aide positions will serve as system navigators and conduct a warm handoff to the program to which the individual is being referred.

The Community Aides will continue to provide assistance for a short period if needed by the individual. After a review of the proposed positions, Human Resources recommends that the proposed classifications are the appropriate classifications for the type of work described for these new positions.

Therefore, the Director of Human Resources and the Acting Director of Health & Human Services recommend the adoption of a resolution to amend the Departmental Allocation List of the Health Care Enhancement Division as shown in Exhibit "A," effective October 15, 2013.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi