



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/7/2014

Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne Mason - Director
Human Resources

REPORT BY: Faye Newton, SENIOR HUMAN RESOURCES ANALYST - 707-299-1728

SUBJECT: Adoption of a Resolution Amending Departmental Allocation Lists for the Alcohol and Drug Services, Organizational Resources and Development and Comprehensive Services for Older Adults Divisions of the Health and Human Services Agency.

RECOMMENDATION

Director of Human Resources and Director of Health and Human Services request adoption of a resolution amending the Departmental Allocation Lists for the Alcohol and Drug Services, Organizational Resources and Development and Comprehensive Services for Older Adults Divisions of the Health and Human Services Agency, as follows, effective October 7, 2014, with no net increase to the General Fund:

1. Amend the Alcohol and Drug Services Departmental Allocation List by:
 - a. Adding one (1.0 FTE) Alcohol and Drug Counselor III;
 - b. Deleted one (1.0 FTE) (S) Supervising Mental Health Counselor II; and
 - c. Adding one (1.0 FTE) (S) Supervising Mental Health Counselor I - Licensed.
2. Amend the Organizational Resources and Development Departmental Allocation List by;
 - a. Deleting one (1.0 FTE) (S) Supervising Staff Services Analyst.
3. Amend the Comprehensive Services for Older Adults Departmental Allocation List by:
 - a. Adding one (1.0 FTE) (S) Supervising Staff Services Analyst; and
 - b. Adding one (1.0 FTE) Staff Services Analyst I/II.

EXECUTIVE SUMMARY

Director of Human Resources and Director of Health and Human Services request adoption of a resolution amending the Departmental Allocation Lists for the Alcohol and Drug Services, Organizational Resources and Development and Comprehensive Services for Older Adults Divisions of the Health and Human Services Agency, as follows, effective October 7, 2014, with no net increase to the General Fund.

Health and Human Services Agency (HHSA) Alcohol and Drug Services Division (ADS)

The ADS Division of HHSA and the Napa County Probation Department have agreed to utilize AB 109 funding to provide services to individuals with substance use disorders that are currently on probation in Napa County or incarcerated in the Napa County Jail. The services will provide timely access and assessment, engagement with treatment, program retention and treatment completion. Timely assessment and referral to addiction programs will assist in reducing the recidivism rate among offenders and assist in preventing overcrowding in the jail. The ADS Division has requested the addition of a full-time position to perform these duties. Human Resources has studied the proposed duties of the position and found that the Alcohol and Drug Counselor III classification is the appropriate classification for the duties described.

The Supervising Mental Health Counselor II (unlicensed) position in the ADS Division is vacant. HHSA administration has evaluated the duties assigned to the position and found that there are changes within State and Federal regulations that will necessitate this supervisory position to be a licensed clinician. The licensed clinician will also support ADS integration with Mental Health and partner in supervising licensed clinicians. Human Resources has studied the proposed duties of the position and found that the Supervising Mental Health Counselor I - Licensed classification is the appropriate classification for the duties described.

HHSA Organization Resources and Development (ORD) and Comprehensive Services for Older Adults (CSOA) Divisions

ORD has a vacant Supervising Staff Services Analyst position, while CSOA has a need for a Supervising Staff Services Analyst. Therefore, HHSA is proposing to move the Supervising Staff Services Analyst allocation to CSOA in order to meet the needs of the Department as a whole.

CSOA is also requesting the addition of a full-time (1.0 FTE) Staff Services Analyst I/II position. The Staff Services Analyst I/II will perform analytical duties associated with increased quality assurance/quality improvement workload for the In Home Support Services (IHSS) program. By Fiscal Year 2014-2015, the number of Napa County IHSS case reviews required by the State of California will increase by 57%. The Staff Services Analyst I/II will assist with the increased workload, and will support analytical duties currently performed by the IHSS Supervisor. The Staff Services Analyst I/II position will be funded by the IHSS Maintenance of Effort and there will no additional County cost for this position.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The proposed changes are funded by the General Fund (25%), Social Services Allocation (24%), AB109 (24%) In Home Support Services (22%), Medi-Cal Administrative Activities (4%) and Substance Abuse Prevention and Treatment Block Grant (1%). The General Fund costs will be absorbed into Health and Human Service Agency's existing General Fund allocation.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	These positions are discretionary in that there is no statute requiring the proposed changes. Approval of the changes will ensure that Division management is assigning work appropriately and will allow the Divisions to maintain compliance with State and Federal regulations as well as internal

	policy and procedure.
Is the general fund affected?	No
Future fiscal impact:	The cost of salary and benefits for the recommended actions for the remainder of Fiscal Year 2014-2015 is approximately \$109,375. The cost of salary and benefits for future fiscal years is approximately \$167,280, and will be budgeted accordingly. The General Fund increase will be absorbed into Health and Human Service Agency's current allocation.
Consequences if not approved:	If the proposed actions are not approved, Health and Human Services Agency will need to reassign the work to existing staff, which would create a workload burden.
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 (HHSA) Alcohol and Drug Services Division (ADS)

The ADS Division of HHSA and the Napa County Probation Department have agreed to utilize AB 109 funding to provide services to individuals with substance use disorders that are currently on probation in Napa County or incarcerated in the Napa County Jail. The services will provide timely access and assessment, engagement with treatment, program retention and treatment completion. Timely assessment and referral to addiction programs will assist in reducing the recidivism rate among offenders and assist in preventing overcrowding in the jail. The ADS Division has requested the addition of a full-time (1.0 FTE) position to fulfill these duties. The position will perform the following duties: screen, assess and determine level of care for incarcerated individuals or individuals on probation; individual and group services, treatment planning, maintain cases records of clients; and, urine analysis testing. Human Resources has studied the proposed duties of the position and found that the Alcohol and Drug Counselor III classification is the appropriate classification for the duties described.

The Supervising Mental Health Counselor I - Unlicensed position in the ADS Division is vacant. HHSA administration has evaluated the duties assigned to the position and found that there are changes within State and Federal regulations that will necessitate the supervisory position to be a licensed clinician. The licensed clinician will also support ADS integration with Mental Health and partner in supervising licensed clinicians. The position will perform the following duties: supervise the Access Unit in the ADS Division; complete daily review and approve client documentation ensuring Title 22 compliance and adherence to Agency policies and procedures; provide clinical direction to staff; and, review all clinical documentation. Human Resources has studied the proposed duties of the position and found that the Supervising Mental Health Counselor I - Licensed classification is the appropriate classification for the duties described.

HHSA Organization Resources and Development (ORD) and Comprehensive Services for Older Adults (CSOA) Divisions

ORD has a vacant Supervising Staff Services Analyst position, while CSOA has a need for a Supervising Staff

Services Analyst. Because workload has steadily increased, it is no longer feasible for the leadership team to continue to perform these supervisory and analytical duties. Currently, the unit has an extra help position that is performing some of the duties needed, however, the division has a need for a dedicated supervising position. Therefore, HHSA is proposing to move the Supervising Staff Services Analyst allocation to CSOA in order to meet the needs of the Department as a whole.

CSOA is requesting the addition of a full-time (1.0 FTE) Staff Services Analyst I/II position. The Staff Services Analyst I/II will perform analytical duties associated with increased quality assurance/quality improvement workload for the In Home Support Services (IHSS) program. By Fiscal Year 2014-2015, the number of IHSS case reviews required by the State of California will increase by 57%. The Staff Services Analyst I/II will assist with the increased workload, and will absorb analytical duties currently performed by the IHSS Supervisor. The Staff Services Analyst I/II position will be funded by the IHSS Memorandum of Effort and therefore there will no additional county cost for this position.

Therefore, the Director of Human Resources and Director of Health and Human Services recommend the adoption of a resolution to amend the departmental allocation lists, as outlined in "Exhibit A", effective October 7, 2014, with no net increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi