



Agenda Date: 11/1/2005
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Acting Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend the Table & Index and the Departmental Allocation List - HHSA

RECOMMENDATION

Acting Human Resources Director requests adoption of a resolution regarding the following actions in connection with the Health and Human Services Agency (HHSA) and its divisions, effective November 5, 2005:

1. Amend the Departmental Allocation List for the Social Services Division to add one (1) Senior Account Clerk position and delete the resulting Account Clerk II vacancy;
2. Amend the Departmental Allocation List for the HHSA Administration Division to add one (1) (M) Fiscal Manager - Health and Human Services (HHS) and delete one (1) (M) Staff Services Manager;
3. Amend the Table and Index to add the management classification of Fiscal Manager - HHS; and
4. Amend appropriate policies to add the management position of Fiscal Manager - HHS.

EXECUTIVE SUMMARY

Acting Human Resources Director and Merit System Services recommend the reclassification of one (1) Account Clerk II position in the Social Services Division of the Health and Human Services Agency to Senior Account Clerk to more accurately reflect the level of complexity of duties and the strong analytical skills required of the fiscal staff assigned to the social services budget unit. The Acting Human Resources Director is also proposing the reclassification of a Staff Services Manager in the fiscal unit of HHSA's Administration division to a newly created management position of Fiscal Manager - HHSA. This proposed class is restricted to the fiscal unit of HHSA and requires certification as a Public Accountant. Human Resources is recommending that the above actions be effective November 5, 2005.

FISCAL IMPACT

Is there a Fiscal Impact? Yes
Is it currently budgeted? Yes

Where is it budgeted?	Social Services Health & Human Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The extra costs resulting from the reclassification of an Account Clerk II to Senior Account Clerk and the deletion/addition of a Staff Services Fiscal Manager/HHSA Fiscal Manager are \$4,202 and \$3,019, respectively, in Fiscal Year 2005-2006. These actions are components of a partial restructuring of HHSA's fiscal unit, which has already resulted in the deletion of one Account Clerk position. The overall fiscal unit restructuring will result in savings of \$46,526 in Fiscal Year 2005-2006.
Is the general fund affected?	Yes
Future fiscal impact:	Funding for the changes in the classifications will be included in future year budget requests. The extra costs resulting from the reclassification of an Account Clerk II to Senior Account Clerk and the deletion/addition of a Staff Services Fiscal Manager/HHSA Fiscal Manager for Fiscal Year 2006-2007 are \$4,328 and \$4,869, respectively. Overall, the proposed fiscal unit restructuring will result in savings of \$31,039 in Fiscal Year 2006-2007.
Consequences if not approved:	Senior Account Clerk position: The duties would have to be altered to remain within the existing classification at the current salary level. Work output will not be at the level it could be, and the capacity to back up all critical fiscal functions will be limited. HHSA Fiscal Manager position: HHSA will not have the option of providing additional compensation to attract and retain fiscal managers with needed CPA credentials.
Additional Information:	None

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

Add one (1) Senior Account Clerk position and delete the resulting Account Clerk II vacancy:

Fiscal functions at HHSA have increased in complexity in recent years. Repetitive data entry work has been replaced with a need for developing sound fiscal processes. Senior Account Clerks work closely with fiscal unit budget analysts, Auditor's office staff and outside auditors.

The social services section of HHSA's fiscal unit has only two Account Clerk IIs; the remaining account clerk positions are Senior Account Clerks. Over time, the duties of one of the Account Clerk IIs have become more complex. In addition, the Fiscal Division has reassigned account clerk workloads in order to

handle a larger volume of fiscal work, to enable all account clerks to back each other up, and to provide redundancy in these specialized functions when staff are sick or on vacation. The result of these two developments is that the duties of one of the two remaining Account Clerk IIs now include a large percentage of work that is properly classified as Senior Account Clerk work. These higher level duties include:

- | Balancing, reviewing and processing claims for submission to the State;
- | Resolving client complaints, calculating overpayments, preparing demand letters, providing replacement documents, processing stop payments, and reissuing checks for In-Home Supportive Services clients;
- | Reviewing share of cost reports and notifying social workers if recipients must meet a share of cost; and
- | Contacting contractors to resolve claims discrepancies.

This reclassification will provide greater consistency in the fiscal unit's services and ensure coverage of all functions at all times—key goals in providing excellent customer service.

Delete one (1) Staff Services Manager and add one (1) Fiscal Manager – HHSA:

The Staff Services Manager who serves as the fiscal unit's billing manager, as well as supervising Health, Mental Health and Alcohol and Drug budget analysts, is a CPA well versed in the principles of cost accounting and reporting. Accurate cost accounting and reporting to the State are critical to ensure that HHSA claims all revenue to which it is entitled and to avoid costly paybacks of Medi-Cal and Medicare revenues. The Staff Services Manager has made major improvements in the HHSA billing and budgeting processes, much of which can be attributed to her CPA training. These improvements include:

- Reconciling Medi-Cal billings with revenue received to ensure accurate receipt of revenues.
- Preparing accurate Mental Health Cost Reports that withstand yearly audits by the State. Understanding double entry accounting is essential to this process. In prior years preparation of the Mental Health Cost Report was contracted out to a CPA at a cost of approximately \$28,000.
- Designing queries and spreadsheets in order to prepare accurate SB 90 claims (claims to the State for reimbursement of unfunded State mandates) and to calculate EPSDT (Early and Periodic Screening, Diagnosis and Treatment—children's Medi-Cal) estimates. CPA training aids in the development of these queries. Understanding how the Cost Report drives the SB 90 claim has enabled HHSA to claim a larger SB 90 reimbursement for AB 3632 mental health services for special education students, which in turn has resulted in a larger federal allocation (because the latter is based on the SB 90 claim).
- Ensuring that year-end contract re-encumbrances, revenue receivables, and expenditure accruals are recorded accurately.

Both of these actions are components of a fiscal unit restructuring that will further improve services and streamline operations.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey