



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/10/2020

Agenda Placement: 6T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - 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 Departmental Allocation List for the County Executive Office

RECOMMENDATION

Director of Human Resources and County Executive Officer (CEO) request adoption of a resolution amending the Table and Index of Classes and the Departmental Allocation List, as follows, effective November 10, 2020, with a net increase of six full-time equivalents, and a slight impact to the County General Fund for the continued response to COVID-19 pandemic:

1. Amend the Table and Index of Classes by adding Assistant Shelter Manager (MC);
2. Amend the Departmental Allocation List for the Housing and Homeless Services Division of the CEO's Office by adding five 1.0 FTE Facility Superintendents (Limited Term)*; and
3. Amend the Departmental Allocation List for the Central Services Division of the CEO's Office by adding one 1.0 FTE Buyer I/II (Limited Term)*.

*All positions limited term through November 9, 2022.

EXECUTIVE SUMMARY

If approved, this action will add six limited term positions for COVID-19 related purposes. Five Facilities Superintendent positions will be added to the Housing and Homeless Services Division to allow for a manageable span of control of the isolation, prevention and quarantine facilities. One Buyer I/II will be added to continue distribution center staffing in preparation for COVID-19 vaccine disbursement.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This requested positions will be funded by CARES Act funds the County has received for the COVID-19 response. Any expenses not covered by CARES Act may be reimbursable by FEMA, or will be a County General Fund Expense.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	The requested positions are currently extra help positions, therefore the estimated increase for the Fiscal Year 2020-21 to create limited term positions is minimal since the Extra Help structure will be revised accordingly to address the long term needs to operate these facilities.
Consequences if not approved:	If this request is not approved, Housing and Homeless Services will not have the ability to sustain a successful continuity of operations of the prevention, isolation and quarantine sites which will result in challenges to staff and oversee the facilities effectively, safely and efficiently. Additionally, Central Services will not be adequately staffed to distribute COVID-19 vaccine when it becomes available.
County Strategic Plan pillar addressed:	Effective and Open Government Collaborative and Engaged Community Healthy, Safe, and Welcoming Place to Live, Work, and Visit
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

In March of 2020, the Emergency Operations Center, in coordination with Public Health, were asked to stand up temporary housing facilities for individuals in the Napa community that do not have space to in-home isolate or quarantine if they were confirmed COVID-19 positive or exposed. In addition, a separate facility was stood up to support a prevention strategy to move medically vulnerable or elderly individuals out of County operated congregate living facilities in order to further prevent the spread of COVID-19. These facilities have been staffed by approximately 38 extra help Facilities Superintendent positions, that have all reported to one permanent County staff person. Extra help hours are capped at either 960 or 1000 per person, which disrupts the continuity of the operation. In September 2020, the Emergency Operations Center noted that the need for this function was going to extend beyond what was initially thought. The temporary housing facilities were shifted to the Division of Housing and Homeless Services and the Director of Housing and Homeless Services became the Operations Chief for the Emergency Operations Center.

In order to create a manageable span of control, five two-year limited term Facilities Superintendent positions are being requested to provide 24/7 management support to three separate facilities, with the potential to oversee additional sites should the need arise. One position will be assigned as the manager over all the sites and the remaining four positions will provide shift supervision of the 30+ extra-help staff 24 hours a day, seven days a week. The extra help positions will be shifted to the Assistant Shelter Manager job classification to formalize the staff reporting relationships. These positions will be part of the Housing and Homeless Services Division, and are part of the longer term, more sustainable plan, for safe and responsible care management of this vulnerable population during the COVID-19 pandemic.

Additionally, in anticipation of the availability of a COVID-19 vaccine, this action requests a two-year limited term Buyer I/II position to prepare for vaccine disbursement in Napa County. This position would reside within the Central Services Division of the County Executive Office.

Therefore, the Director of Human Resources and the County Executive Officer request adoption of a resolution amending the Table and Index of Classes and the Departmental Allocation List, effective November 10, 2020, with a net increase of six full-time equivalents, and a slight impact to the County General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi