



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 11/13/2018

Agenda Placement: 6N

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Nikki Salas - Director  
Human Resources

**REPORT BY:** Kevin Lemieux, Senior Human Resources Analyst - 253-4000

**SUBJECT:** Adoption of a Resolution Amending the Departmental Allocation List for Multiple Divisions of the Health and Human Services Agency

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### **RECOMMENDATION**

Director of Human Resources and Interim Director of Health and Human Services request adoption of a resolution amending the Departmental Allocation Lists for multiple divisions within the Health and Human Services Agency, as outlined in "Exhibit A," with no net increase in full-time equivalents, and no increase to the County General Fund.

### **EXECUTIVE SUMMARY**

If approved, this action will modify the position allocations across multiple divisions within the Health and Human Services Agency (HHS). Each requested change to the affected Departmental Allocation Lists will allow management at HHS to assign critical workload to the appropriate classifications, and will help meet evolving operational needs.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The funding sources vary for each position included in this request, but primarily include the HHS General Fund and miscellaneous Special Revenue Funds. There is no impact to the County General Fund.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The proposed action is necessary to properly allocate positions within multiple divisions at the Health and Human Services Agency.
Is the general fund affected?	No
Future fiscal impact:	The total cost increase for the remainder of Fiscal Year 2017-2018 is estimated at \$1,140, which will be offset with salary savings. The estimated annualized cost is \$1,805 for future fiscal years, which will be budgeted accordingly.
Consequences if not approved:	If these changes are not approved, the HHSA will not be able to fill vacant positions at the desired levels.
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 requested action amends the Departmental Allocation Lists for multiple Health and Human Services Agency (HHSA) Divisions to meet evolving operational needs.

If approved, the first action would delete three vacant Mental Health Counselor positions and replace them with Mental Health Counselor - Licensed positions within the Alcohol and Drug Services (ADS) Division. Many ADS clients have co-occurring severe mental illness and substance use disorders, which have complex interactions. Replacing the vacant unlicensed clinician allocations with licensed clinicians that understands these interactions, with the ability to accurately diagnose and treat them will help ADS provide comprehensive client care that addresses the full continuum of recovery. This action would also mitigate the cost of licensed staff reviewing and approving all documentation.

The second action requested in this item would delete a vacant Senior Office Assistant position within HHSA's Mental Health (MH) Division and replace it with a Medical Secretary position. The MH Division staffs a Medication Clinic that provides psychiatric medication evaluation and monitoring to MH clients, most of whom would be at risk of acute psychiatric hospitalization and other higher cost interventions without medication services. Deleting the vacant Senior Office Assistant and adding a Medical Secretary would give the Unit greater capability in order to address key compliance requirements. Specifically, the Medical Secretary would assume responsibility for tracking, collection, and follow-up related to Medication Consents under the oversight of the Utilization Review Coordinator.

The third action requested in this item would delete a vacant Senior Public Health Nurse position and replace it with a Public Health Nurse position within HHSA's Public Health (PH) Division. The Communicable Diseases Unit in the PH Division investigates cases of communicable diseases in Napa County and conducts efforts to prevent the continuing spread of such diseases. Following a retirement and a review of the changing needs of the Unit, it was determined that the lower level classification of Public Health Nurse could adequately fulfill the duties, at a savings to the County.

The fourth and fifth actions requested in this item would affect staff within the Comprehensive Services for Older

Adults (CSOA) Division and the Self-Sufficiency Services (SSS) Division at HHS. This action would delete a vacant Social Worker III position and replace it with a Social Worker IV (Master's Degree level). Due to the increasingly acute and complex nature of the work, filling the vacancy with a Social Worker IV would ensure that the hired Social Worker would be able to handle CSOA's most difficult cases. The action would also reallocate an Eligibility Worker II from CSOA to SSS to remedy an administrative oversight from the Fiscal Year 2018-2019 Approved Budget.

Therefore, the Director of Human Resources and the Director of Health and Human Services recommend the adoption of a resolution to amend the Departmental Allocation List for multiple Division within the Health and Human Services Agency, as shown in "Exhibit A," effective November 17, 2018.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi