



Agenda Date: 11/15/2005  
Agenda Placement: 6AA

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Barbara Scriven for 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

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### **RECOMMENDATION**

Acting Human Resources Director and Director of Health and Human Services request the following:

1. Adoption of a resolution regarding the following in connection with the Health and Human Services Agency (HHSA) and its Divisions, effective November 19, 2005:
  - a. Amend the Departmental Allocation List to:
    - i. Add one (1) Records Coordinator and delete one (1) Medical Records Supervisor in the HHSA Administration Division; and
    - ii. Add two (2) Office Assistant II positions in HHSA Administration and delete two (2) Office Assistant II positions in the Behavioral Health Division; and
  - b. Amend the Table and Index to add Records Coordinator and delete Medical Records Supervisor; and
  - c. Amend appropriate policies to add Records Coordinator and delete Medical Records Supervisor.
2. Approval of Budget Transfer No. 26 increasing the appropriations for salaries and benefits in the HHSA Administration budget by \$64,498 with offsetting reduction in salaries and benefits in the Behavioral Health budget. (4/5 vote required)

### **EXECUTIVE SUMMARY**

Acting Human Resources Director and Director of Health and Human Services request approval to amend the Table & Index adding the new classification of Records Coordinator and deleting reference to Medical Records Supervisor and to amend the Departmental Allocation List in regards to positions in the Health and Human Services Agency and its Divisions, effective November 19, 2005; and Budget Transfer No. 26 transferring \$64,498 from the Behavioral Health Division budget to the HHSA Administration budget. (4/5 vote required)

**FISCAL IMPACT**

Is there a Fiscal Impact?                      No

**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 Health and Human Services Agency (HHSA) has one centralized medical chart room that houses all mental health records and closed substance abuse records. The remainder of HHSA divisions hold their records at separate locations in accordance with state and federal regulations that vary for the many services provided by other divisions. The mental health chart room has been assigned two Office Assistant II's to manage the chart room. This unit was supervised by a Medical Records Supervisor until the employee resigned in April of 2002.

Since that period of time we have been unable to fill the position after several recruitment efforts. The requirements for the Supervisor position were modeled after hospital based medical chart rooms, since the practices in outpatient settings vary widely. These requirements have not brought candidates who are able to work in an outpatient setting such as that of HHSA. The proposed new classification of Records Coordinator more closely resembles the needs of HHSA services for the management of both medical and social service outpatient records. We have been working with a records consultant to establish the right mix of experience and education that will bring the level of support needed and be attractive to the candidates we are seeking to fill this important position. The new Records Coordinator will provide a level of support to the entire Agency in records management. In addition this position will provide the necessary guidance to the mental health chart room.

The two Office Assistant II positions assigned to the Records Room will be moved from the Behavioral Health budget to the HHSA Administration budget because they will be working on agency-wide records, not just mental health records.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey