



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/17/2019

Agenda Placement: 6Q

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 Departmental Allocation List to Extend a Limited Term Position in the Napa County Department of Corrections

RECOMMENDATION

Director of Human Resources and Director of Corrections request the adoption of a resolution amending the Departmental Allocation List for the Napa County Department of Corrections by extending the term of a Cook I - Limited Term through June 26, 2020, with no net increase in full-time equivalents and a slight increase to the General Fund.

EXECUTIVE SUMMARY

If approved, this request extends the term of an existing Cook I - Limited Term at the Napa County Department of Corrections to temporarily fill behind a Cook I on an extended medical leave. Maintaining this position within the Department of Corrections will ensure adequate staffing levels within the correctional facility's kitchen during the leave of absence.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	County General Fund (100%).
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes

Future fiscal impact: The increased cost of salaries and benefits for the remainder of Fiscal Year 2019-2020 is approximately \$35,591 and will be absorbed by salary savings resulting from vacancies within the Department of Corrections. The Cook I - Limited Term position will expire June 26, 2020, so there is no anticipated future fiscal impact beyond the end of the term.

Consequences if not approved: If the addition of a Cook I - Limited Term is not approved, the Department of Corrections kitchen will not have adequate staffing levels during an extended medical leave.

County Strategic Plan pillar addressed:

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 Napa County Department of Corrections (NCDC) kitchen staff consists of four full-time permanent positions and two Extra Help positions. NCDC's average daily inmate population is 250, with a maximum capacity rating of 276. Kitchen staff serve three meals per day, seven days per week.

The requested action will allow NCDC to extend the term of the previously approved Cook I - Limited Term position (current term date of December 27, 2019) with a new term through June 26, 2020 to cover the extended leave of absence of a permanent Cook I. The extension of the limited term position will ensure that there are appropriate levels of staffing within the correctional facility's kitchen.

Therefore, the Director of Human Resources and the Director of Corrections request adoption of a resolution amending the Departmental Allocation List for the Napa County Department of Corrections by extending the term of a Cook I - Limited Term through June 26, 2020, with no net increase in full-time equivalents and a slight increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi