



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 2/10/2015

Agenda Placement: 6U

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Suzanne Mason - Director  
Human Resources

**REPORT BY:** Nicole Everett, Human Resources Analyst II - 707-253-4489

**SUBJECT:** Adoption of a Resolution to amend the Departmental Allocation List for the Corrections Department by adding a Limited Term Assistant Director of Corrections

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### **RECOMMENDATION**

Director of Human Resources and Director of Corrections request adoption of a resolution amending the Departmental Allocation List for the Corrections Department by adding one (1.0 FTE) Limited Term Assistant Director of Corrections, effective February 10, 2015 through February 10, 2017, with no net increase to the General Fund.

### **EXECUTIVE SUMMARY**

Director of Human Resources and Director of Corrections recommend the addition of one (1.0 FTE) Limited Term Assistant Director of Corrections in the Corrections Department. As a result of a number of significant capital projects, including repairs associated with the Earthquake and planning for a new Jail, the Director of Corrections will be required to attend frequent statewide meetings and conferences outside of the County over the next two years. In order to provide consistent and appropriate operational direction to correctional staff on a daily basis and needed training and staff development for Correctional Lieutenants and Correctional Sergeants, the Director of Human Resources and the Director of Corrections recommend the addition of one (1.0 FTE) Limited Term Assistant Director of Corrections, effective February 10, 2015 through February 10, 2017, with no net increase to the General Fund.

### **FISCAL IMPACT**

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|---------------------------|-----|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No  |

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|-----------------------------------|--|
| What is the revenue source?       | Salary savings from existing budgeted salaries and benefits will be used to cover the estimated annual costs of \$185,000 for the position through February 10, 2017.  |
| Is it Mandatory or Discretionary? | Discretionary  |
| Discretionary Justification:      | Multiple high level capital construction projects over the next two years, including complex maintenance and repair projects in the current jail facility and the design of a new jail, are currently underway. The intensity of these projects will require the Director of Corrections to be present at various and frequent statewide meetings and conferences with State agencies and the County's design team. The absence of the Director of Corrections creates a hardship for the department. The addition of a Limited Term Assistant Director of Corrections will provide for consistent day-to-day operational direction and appropriate training and professional development for corrections staff. |
| Is the general fund affected?     | Yes  |
| Future fiscal impact:             | There will be no immediate fiscal impact from the addition of the position since there are currently salary savings from existing budgeted salaries and benefits. In addition to several Correctional Officer positions being kept vacant due to the Earthquake damaged portion of the building being vacated of inmates, the Department has had historical salary savings from normal attrition that has exceeded the estimated costs of this limited term position.  |
| Consequences if not approved:     | If the addition of the Limited Term Assistant Director of Corrections is not approved, the Corrections Department will not have the benefit of a jail operations manager who would assist with day-to-day oversight of jail security operations in the absence of the Director of Corrections or the County may lose the benefit of having the Director of Corrections present at the frequent meetings, conferences and workshops that will impact future decisions on possible funding or partnerships with the State.   |
| 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 Director of Human Resources and the Director of Corrections recommend the addition of one (1.0 FTE) Limited Term Assistant Director of Corrections in the Corrections Department, based upon several factors. The Department of Corrections is engaged in multiple high level capital construction projects, including several complex maintenance and repair projects in the current jail facility both due to earthquake damage and preexisting needs, entering into schematic design on the new \$15 million, 72-bed staff secure reentry facility on the County's new jail site south of downtown, and preliminary design of a \$100 million plus new jail facility. The intensity of these projects will be increasing over the next two years as the County prepares for additional funding applications

to the State, and the Department works in partnership with Public Works and the County Executive Office to ensure all projects move forward efficiently.

This work has increased the need for the Director of Corrections to be present at frequent statewide meetings and conferences with State agencies such as the Board of State and Community Corrections, the Department of Finance, Department of General Services and the Department of State Hospitals. It is imperative that Napa County, generally viewed as a leader in the Criminal Justice arena, have a presence, and the Director must be able to serve on committees, be present at public comment, and network with partners at the state and in other counties.

The result of this work has been that the Director is frequently called away from the facility for both day and multi-day trips in addition to the increasing responsibilities with the planning phases of the new jail, often requiring daylong workshops with the County's architects and design team.

With the frequency the Director is called away to other meetings, it is imperative that a senior level manager be present at the Jail to provide consistent direction to correctional staff and insure that required training and professional development be provided.

The limited term position is expected to be funded through salary savings from existing budgeted salaries and benefits through February 10, 2017, without impacting the Department operations. The Department has had historical salary savings from normal attrition that can be used to cover the estimated annual cost of \$185,000.

The Director of Human Resources and the Director of Corrections recommend the adoption of a resolution to amend the Departmental Allocation List as shown in Exhibit "A," effective February 10, 2015 through February 10, 2017 with no net increase to the General Fund.

#### **SUPPORTING DOCUMENTS**

A . Exhibit A

CEO Recommendation: Approve

Reviewed By: Helene Franchi