



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/9/2016

Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS

Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Ebony Taylor, Human Resources Analyst II - (707) 299-1728

SUBJECT: Adoption of a Resolution to amend the Table and Index of Classes and Departmental Allocation List for the CWS, CSOA and SSSD Divisions of the Health and Human Services Agency to add several positions including Deputy Public Admin/Guardian/Conservator

RECOMMENDATION

Director of Human Resources and Director of Health and Human Services request adoption of a resolution amending the Table and Index of Classes and Departmental Allocation List for the Child Welfare Services, Comprehensive Service for Older Adults, and Self Sufficiency Services Divisions of Health and Human Services Agency, as follows, effective February 13, 2016:

1. Amend the Child Welfare Services Departmental Allocation List by:
 - a. Adding one (1.0 FTE) Child Protective Services Worker I/II; and
 - b. Deleting one (1.0 FTE) Social Worker IV.
2. Amend the Self-Sufficiency Services Departmental Allocation List by:
 - a. Adding one (1.0 FTE) Eligibility Worker III; and
 - b. Deleting one (1.0 FTE) Senior Account Clerk.
3. Amend the Comprehensive Services For Older Adults Departmental Allocation List by:
 - a. Adding one (1.0 FTE) Social Worker Supervisor I,
 - b. Adding one (1.0 FTE) Social Worker I
 - c. Adding one (1.0 FTE) Social Services Aide, and
 - d. Adding one (1.0 FTE) Deputy Public Administrator/Guardian/Conservator.
4. Amend the Table and Index of Classifications by:
 - a. Adding Deputy Public Administrator/Guardian/Conservator.

EXECUTIVE SUMMARY

The Director of Human Resources and Director of Health and Human Services request the following changes to

the Health and Human Services Agency's allocation lists:

Child Welfare Services:

Approval of the 1.0 FTE Child Protective Services Worker I/II will allow for an increased capacity of the Division to ensure the safety of children in Napa County. Reallocating the Social Worker IV to Child Protective Services Worker I/II will enable the Division to respond to allegations of child abuse and neglect, as well as work with the Juvenile Court to ensure prompt child permanency.

Self Sufficiency Services:

The implementation of the statewide mandate for an automated welfare system has created an increase in the complexity of duties normally assigned to the Senior Account Clerk. It had been determined that an Eligibility Worker III would perform these duties more efficiently than a Senior Account Clerk. However, since the position was occupied, the additional complex duties were temporarily assigned to various other staff members in the division. The Senior Account Clerk position has been vacated effective January 2016, and therefore the division is requesting to replace the 1.0 FTE Senior Account Clerk by adding a 1.0 Eligibility Worker III.

Comprehensive Services for Older Adults - In Home Support Services (IHSS):

Historically, home care providers have been exempt from overtime rules. However, the Federal Department of Labor, Fair Labor Standards Act (FLSA), has implemented new regulations, mandating the payment of overtime wages to certain home care workers, including (IHSS) providers, effective February 1, 2016. As addressed in All County Letter (ACL) 15-97, counties are required to hire additional staff to support all operational/administrative support activities in order to effectively implement the new statute. Approval of an increase in staff allocations of 3.0 FTE by adding a Social Worker Supervisor I, Social Worker I, and Social Services Aide, will allow the division to remain in compliance with the recent change in regulations.

Comprehensive Services for Older Adults - Public Administrator/Public Guardian/Public Conservator (PA/PG/PC):

Since the number of clients that the PA/PG/PC office serves has nearly doubled in size over the past six years, it has become increasingly difficult for the Assistant Public Administrator/Guardian/Conservator to provide the appropriate time and attention to individual client needs while also attending required court proceedings. The approval of the 1.0 FTE Deputy Public Administrator/Public Guardian/Public Conservator (a non-management position) will have legal authority to act on behalf of conservatees, just as the Assistant Public Administrator/Guardian/Conservator, and thus will increase the unit's capacity to effectively meet the growing needs of the aging population.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? No

What is the revenue source?

Child Welfare Services:

The 1.0 FTE Child Protective Services Worker I/II will be funded by Realignment (85%) and by General Fund (15%).

Self Sufficiency Services:

The 1.0 Eligibility Worker III will be funded by CalFresh (69%), CalWorks (23%), and the associated County General Fund Maintenance of Effort (8%).

Comprehensive Services for Older Adults - In Home Support Services

(IHSS):

The Social Worker Supervisor I, Social Worker I, and Social Services Aide positions will be funded under the provisions of In-Home Supportive Services Maintenance of Effort (100%).

Comprehensive Services for Older Adults - Public Administrator/Public Guardian/Public Conservator (PA/PG/PC):

The Deputy Public Administrator/Guardian/Conservator position will be funded by Adult Protective Services Health Related (25%), client billing (35%), and County General Fund (40%).

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification:

Child Welfare Services:

These changes are discretionary in that there is no statute requiring the requested changes.

Self Sufficiency Services:

These changes are discretionary in that there is no statute requiring the requested changes. This position is needed to provide customer service and support necessary for the daily function and operation of the Self Sufficiency Division.

Comprehensive Services for Older Adults - In Home Support Services**(IHSS):**

These changes are discretionary in that there is no statute requiring the requested changes. Additional funding to hire these positions is being provided through the state.

Comprehensive Services for Older Adults - Public Administrator/Public Guardian/Public Conservator (PA/PG/PC):

These changes are discretionary in that there is no statute requiring the requested changes. This position is needed to provide customer service and support necessary for the Public Administrator/Guardian/Conservator's Office.

Is the general fund affected? No

Future fiscal impact:

Child Welfare Services:

The change in cost for salary and benefits the remainder of the 2015-2016 Fiscal Year is approximately \$493. The increased cost for salary and benefits for future fiscal years is \$986 and will be budgeted accordingly.

Self Sufficiency Services:

The change in cost for salary and benefits the remainder of the 2015-2016 Fiscal Year is \$2,282. The ongoing change in cost for salary and benefits for future fiscal years is \$6,847 and will be budgeted accordingly.

Comprehensive Services for Older Adults - In Home Support Services**(IHSS):**

The increased cost for salary and benefits the remainder of the 2015-2016 Fiscal Year is \$51,133. The increased cost for salary and benefits for future fiscal years is \$248,452 and will be budgeted accordingly.

Comprehensive Services for Older Adults - Public Administrator/Public Guardian/Public Conservator (PA/PG/PC):

The increased cost for salary and benefits the remainder of the 2015-2016 Fiscal Year is approximately \$15,624. The increased cost for salary and benefits for future fiscal years is \$93,745, and will be budgeted accordingly.

Consequences if not approved: **Child Welfare Services:**
None.

Self Sufficiency Services:
None.

Comprehensive Services for Older Adults - In Home Support Services (IHSS):

If this position is not filled, the department may be at risk of not fully utilizing the In-Home Supportive Services funding available under the provisions of the Maintenance of Effort (MOE).

Comprehensive Services for Older Adults - Public Administrator/Public Guardian/Public Conservator (PA/PG/PC):

If this position is not filled, the department may be at risk of not leveraging uncapped Health Related funding to the fullest extent possible.

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**Child Welfare Services:**

After careful review of the Division's needs, it has been determined that a Child Protective Services Worker I/II would be a more efficient classification than the Social Worker IV. The Child Protective Services Worker class series differs from the Social Worker class series in that the Child Protective Services Workers specialize in cases involving children in abuse situations. The Child Protective Services Worker I/II will be able to perform the duties of the Social Worker IV, as well as have the ability to respond to Hotline calls, assess allegations of abuse and neglect, maintain ongoing case management responsibilities and work with Juvenile Court for assisting in prompt child permanency.

Self Sufficiency Services:

The Senior Account Clerk has been responsible for manually matching and calculating overpayments/over-issuances for the fraud unit. However, with the implementation of the statewide mandated automated welfare system, the complexity of duties has increased. It is also imperative that the quarterly Income and Eligibility Verification System (IEVS) abstracts and other asset matches are processed timely as it affects the accuracy of client benefits and our ability to meet federal mandates. It has been determined that an Eligibility Worker III would perform these duties more efficiently than a Senior Account Clerk. However, since the position was occupied, the additional complex duties were temporarily assigned to various other staff members in the division. The Senior

Account Clerk position has been vacated effective January 2016, and therefore the division is requesting to replace the 1.0 FTE Senior Account Clerk by adding a 1.0 Eligibility Worker III.

Comprehensive Services for Older Adults - In Home Support Services (IHSS):

Historically, home care providers have been exempt from overtime rules. However, the Federal Department of Labor, Fair Labor Standards Act (FLSA), has implemented new regulations, mandating the payment of overtime wages to certain home care workers, including (IHSS) providers, effective February 1, 2016. The implementation of these new requirements will create a new and ongoing workload. As addressed in the attached All County Letter (ACL) 15-97, counties are required to hire additional staff to support all operational/administrative activities in order to effectively implement the new statute. The ACL also states that due to the Maintenance of Effort (MOE) capping county costs, funding has been made available for counties to support the hiring of additional staff for this implementation. The addition of the Social Worker Supervisor I, Social Worker I and Social Services Aide will allow the division to run effectively as the new regulations are implemented.

Comprehensive Services for Older Adults - Public Administrator/Public Guardian/Public Conservator (PA/PG/PC):

When the court appoints the Public Guardian's office to take care of legally incapacitated clients (conservatees), the PA/PG/PC unit is responsible for all aspects of each conservatee's life, with a mandate to keep them in the least restrictive setting possible. In addition to holding full responsibility for providing legal consent for any required decisions and authorizations, including medical care and housing needs, the Assistant Public Administrator/Guardian/Conservator is the only staff person within the PA/PG/PC unit authorized to participate in court proceedings. Since the number of clients that the PA/PG/PC office serves has nearly doubled in size over the past six years, it has become increasingly difficult for the Assistant Public Administrator/Guardian/Conservator to provide the appropriate time and attention to individual client needs while also attending required court proceedings. The Approval of the 1.0 FTE Deputy Public Administrator/Public Guardian/Public Conservator (a non management position) will have legal authority to act on behalf of conservatees, just as the Assistant Public Administrator/Guardian/Conservator, and thus will increase the unit's capacity to meet the growing needs of the aging population.

SUPPORTING DOCUMENTS

- A . Resolution
- B . All County Letter - IHSS

CEO Recommendation: Approve

Reviewed By: Molly Rattigan