



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/21/2017

Agenda Placement: 6V

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Vincent James, Human Resources Analyst II - 707-253-4305

SUBJECT: Adoption of a resolution amending the Table and Index of Classes to Adjust the Salary of the Mental Health Nurse Practitioner Classification in the Mental Health Division of the Health and Human Services Agency

RECOMMENDATION

Director of Human Resources and Director of Health and Human Services request the adoption of a resolution amending the Table and Index of Classes to adjust the salary of the Mental Health Nurse Practitioner Classification, effective March 21, 2017.

EXECUTIVE SUMMARY

The Director of Human Resources and Director of Health and Human Services Agency recommend adoption of a resolution amending the Table and Index of Classes to increase the salary range of the Mental Health Nurse Practitioner classification by 13.94%. This increase is necessary to place Napa County at the median salary among our comparable agencies, which, in turn, will assist in the recruitment efforts for this hard to fill position.

FISCAL IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No |
| What is the revenue source? | 40% Medi-Cal billing, 35% Realignment funds, and 25% Health and Human Services Agency (HHSA) General Fund. |
| Is it Mandatory or Discretionary? | Discretionary |

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|-------------------------------|---|
| Discretionary Justification: | This is a hard-to-fill position within the Health and Human Services Agency, which provides essential mental health services to the client population. They are uniquely qualified to prescribe vital medicines to clients in need. When we were unsuccessful in attracting qualified candidates during a recent recruitment, a salary survey was completed, and it was determined that the salary was significantly below the median of our comparable agencies. |
| Is the general fund affected? | No |
| Future fiscal impact: | The increased cost for salary and benefits for Fiscal Year 2016-2017 is approximately \$4,416 (\$1,104 HHSA General Fund). This increase will be absorbed by the HHSA General Fund and Realignment funds, and offset by salary savings from this vacant position, in addition to increased Medi-Cal billing. The ongoing annual increase in cost is \$17,664 (\$4,416 HHSA General Fund), and will budgeted accordingly for future fiscal years. |
| Consequences if not approved: | Napa County will be unable to fulfill its obligation to provide mental health services and prescriptions to a vulnerable client population. There is a need to immediately attract and hire a qualified candidate to fill this vacancy. |

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

Human Resources and Health and Human Services Agency (HHSA) staff have worked collaboratively to plan the recruitment of a new Mental Health Nurse Practitioner since a position became vacant. After a period of time with an unsuccessful recruitment, HHSA requested that Human Resources study the position to determine if the salary published was competitive. As a result of the market study, Human Resources determined that the salary for the Mental Health Nurse Practitioner classification was well below the market. Historically, this position has been hard to fill, and finding qualified candidates has been a challenge.

In order to be successful in attracting and retaining a highly qualified Mental Health Nurse Practitioner to perform the essential functions in the Mental Health Division, it is recommended that the salary of this classification be adjusted. With an improving economy and a competitive labor market, an increase in the salary of this classification would make Napa County competitive with our identified comparable market. The Director of Human Resources recommends increasing the salary range for the Mental Health Nurse Practitioner classification by 13.94% in order to attract viable candidates for the position.

Therefore, the Director of Human Resources and the Director of Health and Human Services recommend the adoption of a resolution to amend the Table and Index of Classes to adjust the salary of the Mental Health Nurse Practitioner classification in the Mental Health Division of the Health and Human Services Agency, and associated

policies and procedures as shown on Exhibit "A", effective March 21, 2017.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan