



Agenda Date: 3/28/2006  
Agenda Placement: 6Q

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Alice Hughey for Randy Snowden - Director  
Health & Human Services  
**REPORT BY:** Theresa Richmond, Chief Operations Officer, 259-8176  
**SUBJECT:** Amend the Table and Index and Departmental Allocation List - HHSA

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### **RECOMMENDATION**

Human Resources Director and Director of Health and Human Services Agency request the following in relation to the Health and Human Services Agency (HHSA) and its divisions, effective March 28, 2006:

1. Adoption of a resolution:
  - a. Amending the Departmental Allocation List with no net increase in positions:
    - i. Deleting: one (1) Director of Public Health Nursing, one (1) Health & Human Services Analyst, and one (1) Quality Management Specialist;
    - ii. Adding: one (1) Assistant Manager - Quality Management, one (1) Quality Management Systems Analyst, and one (1) Senior Office Assistant in the Administration division;
    - iii. Adding one (1) Director of Public Health Nursing and deleting the resulting vacancy in the Public Health division;
  - b. Amending the Table and Index to increase the salary for Director of Public Health Nursing and adding the Assistant Manager - Quality Management and Quality Management Systems Analyst;
  - c. Amending the appropriate policies to add Assistant Manager - Quality Management and Quality Management Systems Analyst; and
2. Approval of Budget Transfer No. 59 in the amount of \$237,069 increasing appropriations in the HHSA Administration budget and making offsetting adjustments to appropriations in the Mental Health and Social Services budgets to accurately reflect revenues and expenditures related to the formation of the Quality Management unit. (4/5 vote required)

### **EXECUTIVE SUMMARY**

On October 5, 2006, the Board approved the creation of the Quality Management (QM) unit within the Administration division of the Health and Human Services Agency. The requested deletion of three vacant positions in the QM unit and the creation of three new positions, an Assistant Manager – Quality Management, a Quality Management Systems Analyst and a Senior Office Assistant – will enable the Manager of Quality Management to more effectively manage the operations of the new unit.

The transfer of the state-mandated Director of Public Health Nursing responsibilities back to the Public Health division is also requested. The vacancy will be filled via an internal promotional recruitment, and the resulting vacancy will be deleted, resulting in no net increase in FTE.

The requested budget transfer increases salaries, benefits and operating expenditures in the HHS Administration budget, in which the new Quality Management unit is located, and makes corresponding adjustments to appropriations in the Mental Health and Social Services budgets to accurately reflect costs and revenues associated with the Quality Management unit.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	<p>All of the Quality Management unit positions are partially funded by the County General Fund, as is the case for the positions they replaced. The entire Quality Management unit, including these three positions, is cost neutral and does not result in an increase in General Fund dollars.</p> <p>The Quality Systems Analyst position will be funded by \$10,399 Mental Health Utilization Review funds, \$28,214 Social Services Allocation, and \$53,820 County General Fund. The Mental Health Utilization Review funds and Social Services allocations are based on projections of the time the person in this position will spend in each program area.</p> <p>The Quality Management Assistant Manager position will be funded by \$11,336 Mental Health Utilization Review funds and \$89,428 County General Fund. The Mental Health Utilization Review funds are based on projections of the time the person in this position will spend in this program area.</p> <p>The Senior Office Assistant position will be funded by \$20,071 Social Services Allocation and \$32,403 County General Fund.</p> <p>The increase in the Director of Public Health Nursing salary and benefits resulting from compression (\$4,786 annually) will be funded within total budgeted salaries and benefits in the Public Health division.</p>
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	<p>The new QM positions will provide the Quality Management unit with the optimum staffing structure to accomplish its goals by providing supervisory and administrative support to the Manager of Quality Management and providing systems support to enable the unit to carry out its data monitoring and reporting functions.</p> <p>The transfer of the Director of Public Health Nursing position to the Public Health division aligns the responsibilities in the appropriate division within HHS.</p>
Is the general fund affected?	Yes

Future fiscal impact: These are permanent positions and will be budgeted in future fiscal years.

Consequences if not approved: The Manager of Quality Management will not have necessary supervisory and administrative support, and efforts to implement effective operating systems will be delayed. The Director of Public Health Nursing position will not be located in the appropriate division.

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 Board approved the creation of the Quality Management (QM) unit on October 5, 2006. Three vacant positions, including the Director of Public Health Nursing, will be deleted from the QM unit. An Assistant Manager – Quality Management and a Quality Management Systems Analyst will be created and one Senior Office Assistant will be added.

The Assistant Manager – Quality Management will assist the Manager of Quality Management in providing supervisory responsibilities for some staff and program areas within the unit. This position will provide a secondary management level within the QM unit; currently, there is no level of supervisory or management level staff in the unit other than the Manager of Quality Management herself.

The Quality Management Systems Analyst will perform critically needed data mining, data monitoring and data reporting/coordination capabilities. This function is necessary as there are numerous systems within the Agency that contain data which must be made available to the QM unit to monitor various outcomes. This position will also liaison with the County ITS Department and program staff in order for the QM unit to be as effective and as efficient as possible.

The addition of a Senior Office Assistant position is requested in the QM unit as there currently is no clerical support within this unit. The requested position of Senior Office Assistant will allow unit staff to concentrate on the critically required functions in QM without having to perform time-consuming clerical functions as well.

The requested budget transfer increases salaries, benefits and operating expenditures in the HHSA Administration budget, in which the new Quality Management unit is located, and makes corresponding adjustments to appropriations in the Mental Health and Social Services budgets to accurately reflect costs and revenues associated with the Quality Management unit.

The Director of Public Health Nursing responsibilities are mandated by the state. This designation was formerly held by an employee in the Administration division. With the retirement of this employee, the title and duties will appropriately revert to the Public Health division. The duties of the Director of Public Health Nursing are more aligned with the responsibilities of the Public Health division than with Administration. The position will be filled through a departmental recruitment and the resulting vacancy will be deleted. There will be no increase in FTE for the Public Health division. With the addition of this position in Public Health, salary compression will be created between the Director of Public Health Nursing and the Health Nursing Supervisor – Advanced Practice. The compression will be alleviated by increasing the salary of the Director of Public Health Nursing position.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita