



Agenda Date: 3/4/2008
Agenda Placement: 7B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Theresa Richmond for Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Theresa Richmond, Chief Operations Officer - 259-8176
SUBJECT: Adoption of Resolution Regarding Amendment of the Departmental Allocation List - HHSA Divisions

RECOMMENDATION

Director of Health and Human Services Agency (HHSA) and the Human Resources Director request the following actions regarding HHSA's kitchen services:

1. Adoption of a resolution amending the Departmental Allocation List for HHSA's Substance Abuse Services and Administration Divisions by adding one .5 FTE Cook II position to Budget Unit 50000, Administration Division, and deleting one .5 Cook II position from Budget Unit 42200, Substance Abuse Services Division, effective March 8, 2008; and
2. Approval of Budget Transfer No. 24 increasing appropriations in the HHSA Administration budget (Budget Unit 50000) by \$16,151 with offsetting revenues from the HHSA Substance Abuse Services Division (Budget Unit 42200). (4/5 vote required)

EXECUTIVE SUMMARY

Approval of the requested action will move a half-time Cook II position from the HHSA Substance Abuse Services Division to the HHSA Administration Division to reflect a recommended change in reporting structure for HHSA's kitchen services and will correspondingly amend HHSA's affected Division's budgets to reflect the new structure. The action has no net fiscal impact.

FISCAL IMPACT

Is there a Fiscal Impact? No

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

Approval of the requested actions will enable the transfer of the operation of HHSA's kitchen services from the Agency's Substance Abuse Services Division to the Agency's Administration Division - Operations. The Administration Division - Operations has the responsibility for services and issues involving various divisions within the Agency. Because the kitchen provides meals for clients being served by multiple Divisions within the Agency, staff believes the kitchen should appropriately be moved to the Administration Division - Operations to permit consistent oversight of this multi-division service. Such a move will also enable the Substance Abuse Services Division to devote its resources more fully to its operational programs. This operational shift necessitates the transfer of one Cook II position from Budget Unit 42200 (Substance Abuse Services) to Budget Unit 50000 (Administration). Additionally, the respective budgets for the Substance Abuse Services Division and the Administration Division should be amended to reflect the change in staffing and related operational costs. Approval of the requested actions has no net fiscal impact.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita