



Agenda Date: 3/6/2007  
Agenda Placement: 6B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**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:** Amend the Departmental Allocation List - HHSA/Social Services & Mental Health Divisions

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### **RECOMMENDATION**

Director of Health and Human Services and the Human Resources Director request adoption of a resolution amending the Departmental Allocation List for the Health and Human Services Agency and its divisions as follows, effective March 6, 2007:

1. Extend the Limited Term (LT) of four (4) Eligibility Worker I/II (LT) positions in the Social Services Division from December 31, 2006 through June 30, 2007; and
2. Add one (1) Emergency Response Worker (LT) position in the Mental Health Division through June 30, 2007.

### **EXECUTIVE SUMMARY**

Approval of the requested actions will extend the term of four (4) Eligibility Worker I/II positions in the Social Services Division of the Health and Human Services Agency from 12/31/06 to 6/30/07. It will also add one (1) Limited Term Emergency Response Worker position through 6/30/07 to the Mental Health Division, effective March 6, 2007. Funding is available in the current year budget for these positions.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services Mental Health
Is it Mandatory or Discretionary?	Discretionary

**Discretionary Justification:** Limited Term Eligibility Workers (4): This action is discretionary in that there is no mandate to have these specific positions. However, by extending these Limited Term Eligibility Worker positions, HHSA's Public Assistance Division will continue to have trained staff available to assist in getting the heavy workload accomplished. Historically, the Agency experiences a large turnover in Eligibility Worker positions. These LT positions help the Agency remain staffed at the required level by moving into vacancies of permanent positions as they occur. The Agency is thus able to continue its progress in meeting processing time criteria in accordance with State requirements. These LT staff also enable the County to demonstrate to the State that the County can fully utilize available funds to meet Department of Health Services processing criteria for new eligibility applications, as well as perform outreach to the community in partnership with the Children's Health Initiative.

Limited Term Emergency Response Worker (1): This action is discretionary in that there is no mandate to have this specific position. However, the position provides mandated emergency mental health services for the community.

**Is the general fund affected?** No

**Future fiscal impact:** There is no additional future fiscal impact:

- | Limited Term Eligibility Workers (4): If extended, these positions will terminate on June 30, 2007.
- | Limited Term Emergency Response Worker (1): If added, the requested position will provide staffing coverage for a hard to fill vacant position through June 30, 2007.

**Consequences if not approved:** Limited Term Eligibility Workers (4): If extension of the Limited Term Eligibility Workers is not approved, HHSA's Public Assistance Division will be unable to demonstrate that it will meet the processing criteria for new applications imposed by the Department of Health Services, perform Medi-Cal outreach to the community, and provide quality customer service to those members of the community requiring assistance with Medi-Cal eligibility. There could be monetary sanctions (i.e., an allocation reduction) against future Medi-Cal allocations if the County cannot meet eligibility performance standards imposed by the State. In addition, historically the State has granted increases in Medi-Cal funding each year as counties demonstrate their ability to meet the Medi-Cal eligibility needs of their communities. It is important for Napa County to show that it can fully expend its allocation by providing timely and quality customer service to continue receiving increases in its Medi-Cal funding.

Limited Term Emergency Response Worker (1): If the requested position is not approved, it is anticipated that the County will continue having difficulty in providing the necessary staffing coverage for the mandated 24-hour emergency mental health services for the community.

**Additional Information:** The allocation for administration of the Medi-Cal program will fund the four Limited Term Eligibility Worker positions.

The anticipated cost (\$13,350) of the Limited Term Emergency Response

Worker will be fully funded by salary savings in the Mental Health budget in the current Fiscal Year.

### **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 Health and Human Services Agency is requesting the extension of the terms of four (4) Limited Term Eligibility Worker I/II positions from 12/31/06 to 6/30/07. These LT positions were inadvertently not extended on a timely basis. Incumbents in these positions focus primarily on processing Medi-Cal redeterminations and new applications for eligibility. The positions are 100% funded by the Medi-Cal allocation. The funding allows the Agency to expand its staffing level in order to demonstrate to the State that the Agency has the ability to meet the Department of Health Services' mandated state performance measures within the allotted time frames. These positions also enable the Agency to provide Medi-Cal outreach in the community. There are an estimated 800 children in Napa County who are eligible for Medi-Cal but remain uninsured. The Agency is striving to identify these children and offer services to their families.

The Agency is also requesting the addition of one (1) Limited Term Emergency Response Worker through 6/30/07 in the Mental Health Division. The incumbent in this position will provide critical backup to the 24-hour/365-day Psychiatric Emergency Response (ER) Unit. The ER Unit relies on a pool of trained "on call" Extra Help staff to provide backup when regular staff take leave. The ER Unit has experienced ongoing difficulty in recruiting several hard to fill positions (shifts with irregular hours and special bilingual requirements) which forced the Unit to rely more heavily upon Extra Help staff. The addition of a Limited Term position through the end of the fiscal year is critical to 24-hour staffing. The added stability vs extra-help position will enable the Agency additional time to continue to seek candidates with specialized skills.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita