



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/7/2017

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Health and Human Services Agency by Adding Two Staff Services Analysts

RECOMMENDATION

Director of Human Resources and Director of Health and Human Services request adoption of a resolution amending the Departmental Allocation List for the Operations Division of the Health & Human Services Agency by adding two 1.0 FTE Staff Services Analyst I/II, effective March 7, 2017.

EXECUTIVE SUMMARY

The Health and Human Services Agency was awarded funding for a Whole Person Care (WPC) Program in 2016. The Board previously approved positions related to this grant in items brought before the Board on November 11, 2016 and January 10, 2017. The purpose of the WPC Program is to coordinate health, behavioral health, and social services in a patient-centered manner with the goal of improving participant health and reducing system expenditures. This item is to request an additional two Staff Services Analysts to provide critical support to two unique areas of the WPC Program ensuring data is measured and reported in an accurate and timely fashion.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	100% funded by Whole Person Care Grant funding.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The positions requested by this action are included in the awarded Whole Person Care Grant and will provide critical support to the Program by ensuring data is measured and reported in an accurate and timely fashion.
Is the general fund affected?	No
Future fiscal impact:	The increased cost for salaries and benefits for the positions for the remainder of Fiscal Year 2016-2017 is approximately \$48,969 and will be 100% covered by the Whole Person Care Grant. The increased cost for future fiscal years is approximately \$195,874 and will be budgeted accordingly.
Consequences if not approved:	If these positions are not approved, the County risks losing \$11.3M in grant funding over the next five years, which is specifically earmarked for the new Whole Person Care Program.
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 WPC Program brings \$2.26M per year in new funding to the County for five years to coordinate the health, behavioral health, and social services of Health and Human Services Agency (HHSA) clients. As written in the grant proposal, HHSA's WPC Program includes new staff as well as a number of positions that are currently envisioned as contract positions. At present, HHSA is requesting two Staff Services Analyst I/II's. These positions are in addition to the positions previously approved by the Board of Supervisors on November 11, 2016 and January 10, 2017, and will support two unique areas of the WPC Program. Both positions are integral to ensuring patient outcomes can be measured and reported by July 2017, per the grant funding requirements. These new FTEs are being added as regular (not limited term) positions as the Department believes it will be able to absorb the positions, even after this initial funding source is terminated.

The first Staff Services Analyst I/II will have the working title of Coordinated Entry (CE) Specialist. The position will be primarily responsible for managing the day-to-day operations of the data collection system, including the launch of the system. Day-to-day operations include collaborating with Napa County outreach staff on CE efforts, compiling homeless system data, organizing the County's Homeless Management Information System (HMIS) prioritization indices, ensuring CE compliance with Housing and Urban Development (HUD) guidelines, and working in partnership with housing navigation and housing support staff in the community.

The second Staff Services Analyst I/II will assist in the management and day-to-day functionality of the bidirectional exchange of data necessary to accurately identify WPC Program participants, and oversee the coordination of data sharing with WPC partners.

Therefore, the Director of Human Resources and the Director of Health and Human Services recommend the adoption of a resolution to amend the Departmental Allocation List as shown in Exhibit "A," effective March 7, 2017.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan