



Agenda Date: 4/5/2005  
Agenda Placement: 6N

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Nancy Brewster for Dennis Morris - Director  
Human Resources  
**REPORT BY:** Nancy Brewster, Human Resources Analyst III, 253-4490  
**SUBJECT:** Amend Departmental Allocation List

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### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Health and Human Services Agency and its divisions with regards to the following actions, effective April 5, 2005:

1. Add one (1) .5 Mental Health Worker II Limited Term position through June 30, 2005 to the division of Behavioral Health; and
2. Delete one (1) Cook II from the Behavioral Health division and add one (1) .5 Cook I/II to the division of Substance Abuse Services.

### **EXECUTIVE SUMMARY**

This action requests the addition of a .5 Limited Term Mental Health Worker II in Behavioral Health and the reduction and budget unit transfer of a 1.0 Cook II in Behavioral Health to a .5 Cook I/II position in Substance Abuse Services, effective April 5, 2005.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Behavioral Health - .5 FTE Mental Health Worker II Limited Term - 100% Substance Abuse Services - .5 FTE Cook I/II - 100%
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	.5 Cook I/II position: This position will be funded by a combination of Next Step training program revenues, including a Therapeutic Child Care Center

revenue contract and State Department of Rehabilitation service agreement.

.5 Mental Health Worker II position: Provision of Emergency Mental Health Services is mandated by the Welfare and Institutions Code. Funding is available for this position through salary savings resulting from ongoing staff shortages in the crisis unit.

Is the general fund affected? Yes

Future fiscal impact: .5 Cook I/II position: This position will continue in future fiscal years if funding is available through the contracts with the state and the TCCC.

.5 Mental Health Worker II LT position: The LT position ends June 30, 2005. If the current staff shortage situation continues into the next fiscal year, HHSA may request an extension in order to maintain minimum staffing levels in the crisis unit.

Consequences if not approved: .5 Cook I/II position: If the position is not approved, the kitchen will be unstaffed and food services will not be available for Substance Abuse Services Division clients, Next Step program participants, and Therapeutic Child Care Center clients.

.5 Mental Health Worker II LT position: The crisis unit will be unable to maintain minimum levels of staffing required to provide mandated emergency mental health services.

Additional Information: None

### **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**

.5 Cook I/II position: HHSA's Substance Abuse Services Division has agreed to take over responsibility for kitchen operations related to the preparation of food for its own clients, Next Step training program participants, and the Therapeutic Child Care Center. Previously, food operations were managed by the Next Step program manager. The cook position is being reduced from full-time to half-time to reflect available funding.

.5 Mental Health Worker II (Limited Term) position: The Emergency Response Team is a 24-hour crisis unit on the HHSA campus that provides mandated emergency mental health services. This program requires numerous specially trained staff to cover services during the 24-hour operating schedule. With the current demand in the crisis unit, the Extra Help staff currently working in the unit soon will reach the maximum available work hours (1,000/year). It has been a challenge to recruit and train licensed staff to work the varied schedules required in this unit. There currently are no applications on file and there have not been any suitable candidates despite repeated advertising. The department currently is developing a long-term staffing plan for the crisis unit. Utilizing this Limited Term classification for a short period of time will allow the Crisis Unit to maintain minimum staffing levels while longer-term planning is under way.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey