



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 4/9/2019

Agenda Placement: 6S

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Karen Taylor for Nikki Salas - 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 Napa County  
Department of Corrections

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### **RECOMMENDATION**

Director of Human Resources and Director of Corrections request adoption of a resolution amending the Departmental Allocation List for the Napa County Department of Corrections by adding one 1.0 FTE Cook I (limited term), effective April 20, 2019 through December 27, 2019, with a net increase of one full-time equivalent and an increase to the General Fund.

### **EXECUTIVE SUMMARY**

If approved, this request adds a Cook I (limited term) to the Napa County Department of Corrections to temporarily fill behind a Cook I on an extended medical leave. The additional position will ensure adequate staffing levels within the correctional facility's kitchen during the leave of absence.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	County General Fund (100%).
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salaries and benefits for the remainder of Fiscal Year

2018-2019 is approximately \$12,457 and will be absorbed by salary savings resulting from additional vacancies within NCDC. The increased cost for Fiscal Year 2019-2020 is approximately \$33,106 and will be budgeted accordingly. The Cook I (limited term) position will expire December 27, 2019, so there is no anticipated future fiscal impact beyond the end of the term.

Consequences if not approved: If the addition of a Cook I (limited term) is not approved, the NCDC kitchen will not have adequate staffing levels during an extended medical leave.

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 Napa County Department of Corrections (NCDC) kitchen staff consists of four full-time permanent positions and two Extra Help positions. NCDC's average daily inmate population is 250, with a maximum capacity rating of 276. Kitchen staff serve three meals per day, seven days per week. The requested action will allow NCDC to conduct a recruitment for a new 1.0 FTE Cook I (limited term) to cover the extended leave of absence of a permanent Cook I. The addition of a limited term position will ensure that there are appropriate levels of staffing within the correctional facility's kitchen.

Therefore, the Director of Human Resources and the Director of Corrections request adoption of a resolution amending the Departmental Allocation List for the Napa County Department of Corrections by adding one 1.0 FTE Cook I (limited term), effective April 20, 2019 through December 27, 2019, with a net increase of one full-time equivalent and an increase to the General Fund.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi