



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/3/2011  
Agenda Placement: 7E

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Suzanne R. Mason - Director  
Human Resources

**REPORT BY:** Faye Newton, HUMAN RESOURCES ANALYST I - 707-299-1728

**SUBJECT:** Adoption of a Resolution to amend the Departmental Allocation List for the Public Health Division of the Health and Human Services Agency

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### **RECOMMENDATION**

Director of Human Resources and Director of Health and Human Services recommend adoption of a resolution amending the Departmental Allocation List for the Public Health Division as follows, effective May 3, 2011, with no net increase to Net County Costs and no net increase in the number of full time equivalents:

1. Deleting one (1.0 FTE) vacant (S) Health Services Nursing Supervisor; and
2. Adding one (1.0 FTE) (S) Supervising Staff Nurse.

### **EXECUTIVE SUMMARY**

Director of Human Resources and Director of Health and Human Services recommend the addition of one (1.0 FTE) (S) Supervising Staff Nurse and deletion of one vacant (1.0 FTE) (S) Health Services Nursing Supervisor. This action is part of an effort to reduce costs. In order for the division to claim additional enhanced funding from the State (through Medi-Cal Administrative Activities), medical case management assignments have to be allocated to a Supervising Nurse. The Health Services Nursing Supervisor position is not typically assigned medical case management duties since the duties assigned to this position are primarily administrative. The deletion of the vacant Health Services Nursing Supervisor and addition of a Supervising Staff Nurse will allow those duties to be assigned appropriately, therefore allowing the division to claim additional funding from the State.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Public Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This position is discretionary in that the duties performed are not mandatory. The requested position will provide dedicated supervision and oversight of the California Children's Services (CCS) Administration and Child Health and Disability Prevention (CHDP) programs. This action is part of an effort to reduce costs. In order for the division to receive additional enhanced funding from the State (through Medi-Cal Administrative Activities), medical case management assignments have to be allocated to a Supervising Nurse. The Health Services Nursing Supervisor position is not typically assigned medical case management duties since the duties assigned to this position are primarily administrative. The deletion of the Health Services Nursing Supervisor and addition of a Supervising Staff Nurse will allow those duties to be assigned appropriately, therefore allowing the division to receive the additional funding from the State. The additional funding that will be claimed by the Supervising Staff Nurse will mitigate the anticipated funding reduction from the California Children's Medical Services, Federal Financial Participation funding stream.
Is the general fund affected?	No
Future fiscal impact:	This is a permanent position and future allocations will be budgeted accordingly. The estimated decrease for the remainder of the current fiscal year is \$994 and the estimated annual cost decrease for future fiscal years for salary and benefits is \$1,325. Since this position is supported by outside funding (65% funded by California Children's Services, 25% funded by Child Health and Disability Prevention, and 10% funded by Public Health Realignment), and the additional funding that will be claimed by the Supervising Staff Nurse will mitigate the anticipated funding reduction from the California Children's Medical Services, Federal Financial Participation funding stream, therefore, there will be no change in Net County Cost.
Consequences if not approved:	This position provides direct oversight of the California Children's Services (CCS) and Child Health and Disability Prevention (CHDP) programs and is responsible for completing required medical case management status reports that ensure funding. If the requested action is not approved, additional available funding will be lost. California Children's Services (CCS) and Child Health and Disability Prevention (CHDP) programs generate almost \$1,000,000 in revenue annually.
Additional Information:	The position's direct costs are 65% funded by California Children's Services (CCS) Administration, 25% funded by Child Health and Disability Prevention (CHDP), and 10% funded by Public Health Realignment.

### **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**

Director of Human Resources and Director of Health and Human Services recommend the addition of one (1.0 FTE) (S) Supervising Staff Nurse and the deletion of one (1.0 FTE) vacant (S) Health Services Nursing Supervisor. This action is part of a budget project to reduce costs. This change will increase the ability to claim additional funding from the State for the Public Health Division. The additional funding that will be claimed by the Supervising Staff Nurse will mitigate the anticipated funding reduction from the California Children's Medical Services, Federal Financial Participation funding stream. The allocated vacant position of Health Services Nursing Supervisor (HSNS) is primarily an administrative position and includes a vast amount of monitoring and renewing contracts, monitoring budgets, program evaluations, analyzing state and federal information related to California Children Services, Child Health and Disability Prevention, etc. Because of the administrative duties assigned to the HSNS classification, it is not the appropriate classification to delegate medical case management for children with program eligible conditions. Therefore, the division is not able to claim additional funding from the State. With the deletion of the vacant HSNS and the addition of a Supervising Staff Nurse, the division will be able to assign medical case management to the Supervising Staff Nurse, as it is the appropriate classification to assign this type of work. The Supervising Staff Nurse will then be able to claim additional funding from the State as the Supervising Staff Nurse will be working directly with medical case management for children with program eligible conditions. Director of Human Resources and Director of Health and Human Services recommend the adoption of a resolution to amend the Departmental Allocation List as shown on Exhibit "A", effective May 3, 2011, with no net increase in Net County Cost.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi