



Agenda Date: 6/12/2007  
Agenda Placement: 6H

## 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 Departmental Allocation List - HHSA Mental Health

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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 Mental Health Division of the Health and Human Services Agency as follows, effective June 16, 2007, with no net increase in FTEs:

1. DELETE:
  - a. One (1) .5 FTE Mental Health Counselor - Licensed,
  - b. One (1) .75 FTE Mental Health Counselor,
  - c. Ten (10) Mental Health Counselor - Licensed,
  - d. Seven (7) Mental Health Counselor,
  - e. Two (2) .5 FTE Emergency Response Worker, and
  - f. One (1) Supervising Mental Health Counselor I.
2. ADD:
  - a. One (1) .5 FTE Mental Health Counselor or Mental Health Counselor-Registered or Mental Health Counselor-Licensed,
  - b. One (1) .75 FTE Mental Health Counselor or Mental Health Counselor-Registered or Mental Health Counselor-Licensed,
  - c. Seventeen (17) Mental Health Counselor or Mental Health Counselor-Registered or Mental Health Counselor-Licensed,
  - d. One (1) Emergency Response Worker, and
  - e. One (1) Supervising Mental Health Counselor I/II - Licensed.

### **EXECUTIVE SUMMARY**

Approval of the requested actions will convert 18.25 FTE's in Mental Health Counselor and Mental Health Counselor-Licensed positions in the Mental Health Division of Health and Human Services to flexibly allocated unlicensed or registered intern or licensed positions. Further, approval will convert one Supervising Mental Health Counselor to one flexibly allocated Supervising Mental Health Counselor I/II or Supervising Mental

Health Counselor I/II-Licensed. Approval will also convert two .5 FTE Emergency Response Workers to one 1.0 FTE position. These actions are being requested to allow the Health and Human Services Agency the greatest flexibility in recruiting, hiring and staffing the Agency's Mental Health Division.

### **FISCAL IMPACT**

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|-----------------------------------|--|
| Is there a Fiscal Impact?         | Yes  |
| Is it currently budgeted?         | Yes  |
| Where is it budgeted?             | Mental Health  |
| Is it Mandatory or Discretionary? | Discretionary  |
| Discretionary Justification:      | Approval of the requested actions is discretionary in that there is no mandate to have these specific positions. However, the County is under contract with the State and therefrom receives funding to provide an array of community mental health services. In addition, the County is mandated to provide emergency mental health services. Approval of the requested actions will allow for greater flexibility in recruitment and hiring to fill the positions and provide the necessary level of services for the community.   |
| Is the general fund affected?     | Yes  |
| Future fiscal impact:             | Approval of the requested actions will result in no net change in the total number of FTE's in the Mental Health Division. Approval will result in an increase in costs during the remainder of the current fiscal year for one of the positions being converted. The incumbent Supervising Mental Health Counselor I/II position (being converted to a Supervising Mental Health Counselor I/II licensed position) recently became licensed. The additional cost of paying this employee at the licensed level for the current fiscal year is approximately \$200. The employees in all of the other filled positions being converted to the flexible classifications are currently unlicensed and will remain so for the foreseeable future.<br><br>The conversion of these positions to the new flexible classification will allow for the possibility that existing positions currently not licensed could become licensed positions in the future, if an existing employee becomes licensed or if a position becomes vacant and the division fills the position at the licensed level. If the currently existing unlicensed 7.75 FTE Mental Health Counselor positions being converted to the new flexible classification should eventually become licensed positions, the maximum net annualized increase is \$36,107 at current salary rates. For the future, the Agency will budget all vacancies in this classification at the licensed level to plan for this possibility. |
| Consequences if not approved:     | If the requested action is not approved, the Agency will continue to experience difficulty in filling some positions that have been vacant for an extended period, which will impact the Agency's ability to meet contractual obligations for the provision of services.   |
| 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**

Over the past year, the Mental Health Division of the Health and Human Services Agency has piloted a new staffing structure which will maximize recruitment and retention efforts and provide optimal hiring flexibility. Two recent actions approved by the Board of Supervisors allowed for the creation of flexibly allocated Mental Health Counselor and Emergency Response Worker positions. By flexibly allocating these positions as Unlicensed or Registered (Waivered Intern) or Licensed, the Agency is able to recruit at all three levels at one time if desired. This flexibility allows the Agency to respond quickly in a very competitive market. It further entices candidates working toward licensure (Waivered Interns) to accept employment with Napa County since they are guaranteed prompt promotion upon attainment of their licensure without the need for going back to the Board for reallocation of the position. The Agency has found this new approach to be very successful in attracting and retaining candidates, particularly candidates possessing bilingual skills. The Agency is requesting approval of the following actions in order to flexibly allocate the remaining filled and vacant Counselor positions:

Delete Mental Health Counselor & Mental Health Counselor-Licensed positions and add flexibly allocated Mental Health Counselor or Mental Health Counselor-Registered or Mental Health Counselor-Licensed positions:

Approval of the requested actions will convert the remaining filled and vacant counselors to flexibly allocated positions. There will be no change of salary or working conditions for the existing staff. There is a future potential increase of approximately \$36,000 if all of the currently existing 7.75 FTE Mental Health Counselors who are unlicensed or registered become licensed. Currently, there is one vacancy which was allocated as a licensed mental health counselor. Approval of the requested actions will not increase the total number of FTE's in the Mental Health Division.

Delete two .5 FTE Emergency Response Worker positions and add one 1.0 FTE Emergency Response Worker position:

A previous request was made in October, 2006, to convert a full time position into two .5 FTE's in the hope that this would attract candidates to the difficult-to-fill weekend shifts in the 24-hour Emergency Response unit. However, after four months of recruiting, the Agency has been unable to attract two qualified part-time applicants to fill these two positions. The Agency has been more successful in identifying qualified candidates interested in full time employment and is therefore, requesting that the two .5 FTE's be converted back to one full time Emergency Response Worker position.

Delete one Supervising Mental Health Counselor I and add one Supervising Mental Health Counselor I/II - Licensed position:

This position was originally in the Mental Health Services Act plan as a licensed, bilingual supervisor. Due to the difficulty in recruiting licensed, bilingual staff, the position was converted to an unlicensed Supervising Mental Health Counselor. Shortly after being hired, the employee became licensed. At this time, the Agency is requesting that the position become flexibly allocated at the licensed and unlicensed level to allow the current incumbent to be promoted and to increase future staffing flexibility. The additional salary cost is approximately \$12,000 annually.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita