



Agenda Date: 6/26/2007
Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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

RECOMMENDATION

Human Resources Director and the Director of Health and Human Services request adoption of a resolution amending the Departmental Allocation List for the Health and Human Services Agency Mental Health Division with regards to adding one (1) MH Provider Services Coordinator Limited Term position through September 28, 2007, effective June 30, 2007.

EXECUTIVE SUMMARY

The approval of the requested action will add one Limited Term (LT) Mental Health Provider Services Coordinator position in HHS's Mental Health Division to oversee contract development and monitoring responsibilities while the Agency recruits for a permanent licensed coordinator. The LT position will be eliminated upon the hire of a new coordinator or at the end of 90 days, whichever occurs first. There will thus be no net increase in FTEs due to the addition of this LT position.

FISCAL IMPACT

Is there a Fiscal Impact? No

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 Agency is requesting this limited term (LT) position while the current vacancy is being recruited and filled. The LT is required to enable ongoing contract development and monitoring functions, which are but a portion of the intended duties of a permanent Provider Services Coordinator in the Mental Health Division. The numerous contracts in the Division require consistent attention. Due to the workload of other staff in the Division, no one is able to assume this additional responsibility.

The Agency plans to recruit for an unlicensed applicant for the limited term position, thus allowing a shorter recruitment period. Due to the other responsibilities of the Provider Services Coordinator (aside from contract development and monitoring), the Agency is seeking a licensed applicant to fill the position on a permanent basis. The LT position, being unlicensed, is requested only through September 28, 2007, or as soon as a licensed qualified applicant is hired, so as to enable consistency, accuracy, and continuity in the contracting functions of the Division. The LT position will be funded by salary savings resulting from the vacancy in the permanent Mental Health Provider Services Coordinator position. There will be no net increase in FTE's.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita