



Agenda Date: 6/27/2006  
Agenda Placement: 6EE

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Alice Hughey for Randy Snowden - Director  
Health & Human Services  
**REPORT BY:** Theresa Richmond, Chief Operations Officer, 259-8176  
**SUBJECT:** Amend the Departmental Allocation - HHS/Substance Abuse Services

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### **RECOMMENDATION**

Human Resources Director and the Director of Health and Human Services Agency request adoption of a resolution amending the Departmental Allocation List for the Substance Abuse Services Division of the Health and Human Services Agency with regards to deleting one (1) 0.5 FTE Drinking Driver Program Counselor I/II and adding one (1) 0.5 FTE Senior Office Assistant, effective June 27, 2006.

### **EXECUTIVE SUMMARY**

Approval of the requested action will amend the Departmental Allocation List for the Health and Human Services Agency deleting one 0.5 Drinking Driver Program Counselor I/II and adding one 0.5 FTE Senior Office Assistant effective July 27, 2006.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Substance Abuse Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action will allow for the more efficient operation of clerical functions within the Substance Abuse Services Division business office and help to ensure compliance with billing requirements by deleting a 0.5 FTE Drinking Driver Program Counselor I/II and adding a 0.5 FTE Senior Office Assistant in the Adult Recovery Program (ARP). This action will not result in any net new positions.

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Is the general fund affected?	Yes
Future fiscal impact:	These are permanent positions and appropriations will be budgeted accordingly.
Consequences if not approved:	If this action is not approved, the Substance Abuse Services Division will retain its current staffing configuration and additional clerical resources will not be assigned to the ARP business office. Additional clerical services are required to ensure compliance with billing requirements.
Additional Information:	Since a .5 Senior Office Assistant position costs less than a .5 DDP Counselor position, this action will result in approximately \$8,500 in salary savings in Fiscal Year 2006-2007.

### **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**

Approval of the requested action will delete a .5 DDP Counselor I/II position and create a .5 FTE Senior Office Assistant position in the Adult Recovery Program within the same budget unit. The requested changes will not result in any net new positions.

The Senior Office Assistant will perform clerical functions in the Business Office of the Adult Recovery Program. These functions include reviewing clinical documentation submitted by counselors to determine the appropriate billing source, processing clinical documentation for Drug Medi-Cal billing submission, maintaining a number of databases to track client participation, and reporting statistics to funding sources and tracking state required program activities. The position will help to ensure prompt and accurate billing.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve  
Reviewed By: Lorenzo Zialcita