



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

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Barbara Scriven for Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Barbara Scriven, Human Resources Analyst III, 253-4000  
**SUBJECT:** Amendment No. 1 to Agreement No. 6622 with CPS Human Resources

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### **RECOMMENDATION**

Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 6622 with CPS Human Resources, dba CPS Executive Search increasing the amount by \$55,500 for a new maximum of \$81,000, extending the term through June 30, 2007 and amending the Scope of Work to include:

1. Recruitment services to staff the position of Administrator of Alcohol and Drug Programs; and
2. Recruitment and classification services to staff other Health and Human Services Agency vacancies as directed.

### **EXECUTIVE SUMMARY**

The senior management position of Administrator of Alcohol & Drug Programs in the Health and Human Services Agency (H&HS) has been vacant since May of 2005. While Human Resources has allocated considerable effort and time to recruiting for this position, these efforts have not resulted in the position being staffed. It is anticipated that re-recruiting for this position will require considerable outreach and staff time in order to produce a new pool of viable applicants. Human Resources recommends amending the current agreement with CPS Human Resources, dba CPS Executive Search, to ensure that this position is successfully staffed as quickly as possible. In addition, this agreement is being expanded to include recruitment and classification services to augment Human Resources staff to fill additional new positions allocated to H&HS.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes  
Is it currently budgeted?            Yes

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Where is it budgeted?	Substance Abuse Services (\$25,500) and Mental Health (\$30,000)
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this amendment will allow CPS Human Resources, dba CPS Executive Search, to recruit for the Agency's Administrator of Alcohol and Drug Programs and for a number of mental health vacancies. This firm has the expertise and resources to recruit for these positions.
Is the general fund affected?	Yes
Future fiscal impact:	The agreement terminates June 30, 2007.
Consequences if not approved:	If this amendment is not approved, recruitment for the positions would be conducted by County Human Resources. However, it is not likely that timely and/or successful recruitment would be accomplished. This is especially true for the Administrator of Alcohol and Drug Programs position since past attempts to fill this position using available in-house resources have not resulted in an accepted offer.
Additional Information:	The recruitment services will be funded by salary savings in HHSA's Substance Abuse Services and Mental Health divisions.

## **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 senior management position of Administrator of Alcohol & Drug Programs in the Health and Human Services Agency has been vacant since May of 2005. While Human Resources has allocated considerable effort and time to recruiting for this position, these efforts have not resulted in the position being staffed. It is anticipated that re-recruiting for this position will require considerable outreach and staff time in order to produce a new pool of viable applicants. To ensure that this position is successfully staffed as quickly as possible, Human Resources is recommending amending the current contract with CPS Human Resources, dba CPS Executive Search. CPS Human Resources is well suited for this type of recruitment and is currently recruiting for the Agency's Mental Health Director. The entire recruitment and selection process should take between 75 - 90 days at a total cost not to exceed \$25,500.

Recent regulatory changes in a number of programs administered by the Health & Human Services (H&HS) Agency has resulted in a substantial increase in the number of positions allocated to the County's mental health services. The resulting vacancies have placed a considerable strain on the County's current recruitment resources. In order to continue to meet H&HS Agency staffing needs, additional recruitment resources will be needed. CPS Human Resources is well suited for these types of recruitments, therefore the Human Resources Director is requesting approval to contract with CPS Human Resources for additional recruitment and classification services to assist the County in its mental health recruitment efforts. Total cost associated with this contracted service is not to exceed \$30,000.

The term of this agreement is being extended from September 30, 2006 to June 30, 2007.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton