



Agenda Date: 9/18/2007
Agenda Placement: 6C

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, extending a Limited Term position in Mental Health

RECOMMENDATION

Director of Health and Human Services and the Human Resources Director request adoption of a resolution amending the Departmental Allocation List for the Health and Human Services Agency Mental Health Division extending the term of one (1) MH Provider Services Coordinator Limited Term position through December 28, 2007, effective September 22, 2007.

EXECUTIVE SUMMARY

Approval of the requested action will extend the Limited Term (LT) Mental Health Provider Services Coordinator position in HHSA's Mental Health Division through December 28, 2007, or until a licensed qualified applicant is hired. The recruitment for the permanent position is ready to be initiated. The LT position will be eliminated upon the hire of a permanent Coordinator, or December 28th, whichever occurs first. 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 the Agency's FTEs resulting from the Board's approval of the extension 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 the extension of the MH Provider Services Coordinator Limited Term (LT) position for approximately 90 days through December 28, 2007. The LT position was originally requested on June 26, 2007 because existing staff were unable to assume the additional responsibilities of the Provider Services Coordinator while the vacancy was being recruited. The LT incumbent has allowed the Mental Health Division to continue critical contract development and monitoring functions. Existing staff remain unable to assume the workload of the Coordinator position.

Prior to opening the permanent Provider Services Coordinator position, the Agency worked with Napa County Human Resources to conduct a job analysis. HHSA is now in the process of opening the recruitment for the permanent position of Provider Services Coordinator. The LT incumbent will remain in the position through December 28, 2007, or until a licensed qualified applicant is hired, to provide continuity of the division's contracting functions. The LT position will be funded by salary savings resulting from the vacancy in the permanent Mental Health Provider Services Coordinator position. Extending the term of this LT position will result in no net increase in FTE's.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita