



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/24/2013

Agenda Placement: 7T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Pamela Kindig for Watt, Nancy - County Executive Officer
County Executive Office

REPORT BY: Karen Collins, Principal Management Analyst - 259-8748

SUBJECT: Appointment of Acting Director of the Health and Human Services Agency

RECOMMENDATION

County Executive Officer and the Director of Human Resources request the adoption of a resolution amending the Departmental Allocation List and Table and Index for the Health and Human Services Agency as follows, effective September 28, 2013:

1. Amend the Departmental Allocation List by adding one (1.0 FTE) (Non Classified - Other) Acting Director of Health and Human Services Agency.
2. Amend the Table and Index by adding one Acting Director of Health and Human Services Agency.
3. Appoint Alice Hughey as the Acting Director of Health and Human Services Agency, pending completion of a recruitment to fill the position on an ongoing basis, and the appointment of a new Director.
4. Amend appropriate personnel policies as outlined in "Exhibit A" of the resolution.

EXECUTIVE SUMMARY

Due to the retirement of Randy Snowden, the County Executive Officer is requesting appropriate actions to appoint Assistant Director of Health and Human Services, Alice Hughey, as the Acting Director while a recruitment is being conducted. The interim assignment will terminate once a new Director is appointed on an ongoing basis. Ms. Hughey has served as Assistant Director since September 2011 and has previously served as Chief Fiscal Officer for the Health and Human Services Agency and as a Management Analyst for the Napa County Executive Office.

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

Due to the retirement of Randy Snowden, the appointed Director of Health and Human Services for Napa County, the County Executive Officer is requesting the adoption of a resolution appointing Assistant Director of Health and Human Services, Alice Hughey, as the Acting Director while a recruitment is being conducted. The interim assignment will terminate once a new Director is appointed. Ms. Hughey has served as Assistant Director since September 2011 and has previously served as Chief Fiscal Officer for the Health and Human Services Agency and as a Management Analyst for the Napa County Executive Office. Ms. Hughey began her career with Napa County in October 2001. The proposed resolution amends the Departmental Allocation List for the Health and Human Services Agency and the Table and Index to add the position of Acting Director of Health and Human Services.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins