



Napa County

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Legislation Text

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TO: Board of Supervisors

FROM: Christine Briceno - Director of Human Resources

REPORT BY: Kevin Lemieux - Senior Human Resources Analyst

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for Multiple Divisions of the Health and Human Services Agency

RECOMMENDATION

Director of Human Resources and Director of Health and Human Services Agency request adoption of a Resolution amending the Departmental Allocation List to improve services for multiple divisions of the Health and Human Services Agency, as outlined in "Exhibit A," effective October 19, 2021, with a net increase of nine (9) full-time equivalents (FTE), and no impact to the County General Fund.

EXECUTIVE SUMMARY

Human Resources and the Health and Human Services Agency (HHSA) reviewed immediate departmental needs related to the COVID-19 pandemic response, and other changing business requirements. If approved, these actions will allow HHSA to use a variety of existing funding sources to implement the proper staffing composition to meet community needs.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested actions are necessary to properly equip the Health and Human Services Agency (HHSA) with the skillsets they need across all divisions during an ongoing pandemic, and during a time with growing community needs.
Is the general fund affected?	No

Future fiscal impact:	The increased cost of salaries and benefits for Fiscal Year 2021-2022 is fully offset by existing funding through the HHSA Fund, grant funding sources, and salary savings. The increased cost of salaries and benefits for future fiscal years will be budgeted accordingly.
Consequences if not approved:	If these changes are not approved, HHSA will not have the proper staffing mix to meet new and rapidly changing State and Federal requirements related to COVID-19 and will be understaffed in other key areas without the proper classifications to perform the work.
County Strategic Plan pillar addressed:	Effective and Open Government

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 requested actions by the Health and Human Services Agency are summarized below.

Public Health Division - The Public Health Division is requesting four (4) new limited term positions with expiration dates in May/June of 2023. All four (4) positions are critical to supporting the COVID-19 response, and includes three (3) Epidemiologists and one (1) Staff Services Analyst I/II, who will fill behind redirected State staff.

Mental Health Division - The Mental Health Division is requesting two (2) Senior Mental Health Workers to perform Mental Health outreach activities at some of the Napa County Library branches.

Alcohol and Drug Services Division - The Alcohol and Drug Services Division is seeking to add one Health Education Specialist to monitor subcontractors, review data collection procedures, and participate in prevention activities.

Child Welfare Services Division - The Child Welfare Services Division is requesting to delete a vacant Social Worker II position and add a Social Worker III in its place. HHSA and Human Resources determined that the knowledge, skills and abilities of a Social Worker III better align with the requirements of the Division's Visitation Coordinator Position.

Comprehensive Services for Older Adults Division - The Comprehensive Services for Older Adults Division is requesting a new Social Worker IV position to meet a growing demand for services. Over each of the past four

years, the number of Adult Protect Services referrals has increased, which calls for the addition of an allocation.

Self-Sufficiency Services Division - The Self-Sufficiency Services Division is seeking to replace a vacant Eligibility Worker III position with a new Eligibility Supervisor position to provide a more efficient reporting structure within the Division.

Administration Division - The Administration Division is requesting deletion of a vacant Accounting Assistant position, and the addition of two (2) new Staff Services Analyst I/II positions. One of the Staff Services Analyst I/II's will be assigned contract and grant monitoring, as well as contract procurement activities. The second Staff Services Analyst I/II is requested to address the increasing workload associated with Drug Medi-Cal billing, billing compliance, and the accurate capture of pay sources and revenue collection.

Therefore, the Director of Human Resources and the Director of Health and Human Services Agency request adoption of a Resolution amending the Departmental Allocation List for multiple divisions, as outlined in "Exhibit A," effective October 19, 2021, with a net increase of nine (9) full-time equivalents (FTE), and no impact to the County General Fund.

SUPPORTING DOCUMENTS

Resolution