



Napa County

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Legislation Text

File #: 22-434, Version: 1

TO: Board of Supervisors

FROM: Christine Briceno - Director of Human Resources

REPORT BY: Kevin Lemieux - Staff Services Manager

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

RECOMMENDATION

Director of Human Resources and Director of Health and Human Services Agency (HHSA) request adoption of a Resolution amending the Departmental Allocation List for the Public Health Division of HHSA, by adding one 1.0 FTE Community Aide - Limited Term, effective March 1, 2022 through June 30, 2024, with a net increase of one full-time equivalent, and no impact to the General Fund.

EXECUTIVE SUMMARY

If approved, this request adds a Community Aide - Limited Term position to the Public Health Division of HHSA to provide non-clinical support, such as entering client information for tests and vaccinations; providing additional support for case and contact investigations; supporting the call center; and providing wrap around support for COVID-19 vaccination clinics.

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 Community Aide - Limited Term position is critical to implementing preventative measures for communicable disease hazards in Napa County.
Is the general fund affected?	Yes

Future fiscal impact:	The increased cost of salaries and benefits for the remainder of Fiscal Year 2021-2022 is estimated at \$35,400, which will be fully offset by existing grant funding. The increased cost of salaries and benefits for future fiscal years is estimated at \$106,300, which will be budgeted accordingly.
Consequences if not approved:	If the addition of a Community Aide - Limited Term is not approved, the County risks not having the proper staffing resources to dedicate to community outreach on important health issues.
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

At the Health and Human Services Agency (HHSA), the COVID-19 pandemic has dramatically increased the workload for Public Health Division program staff who have been supporting prevention, preparedness, response, and recovery efforts since the pandemic began in March 2020. The population of persons eligible to receive vaccine continues to expand and data collection and reporting requirements have increased.

If approved, the requested Community Aide - Limited Term will provide the additional capacity needed to provide Public Health staff with non-clinical support, such as entering client information for tests and vaccinations; providing additional support for case and contact investigations; supporting the call center; and providing wrap around support for COVID-19 vaccination clinics.

Therefore, the Director of Human Resources and Director of HHSA request adoption of a Resolution amending the Departmental Allocation List for the Public Health Division of HHSA, by adding one 1.0 FTE Community Aide - Limited Term, effective March 1, 2022 through June 30, 2024, with a net increase of one full-time equivalent, and no impact to the General Fund.