



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C13

For the meeting of: January 9, 2018

Date: December 21, 2017

To: Humboldt County Board of Supervisors

From: Connie Beck, Director
Department of Health and Human Services
for Connie Beck

Subject: Extension of Extra Help Hours Past the 960 Hour Limit

RECOMMENDATION(S):

That the Board of Supervisors approves the extension of extra help hours for:

1. Emily Barnes, Nurse Case Manager to 1920 hours through June 30, 2018;
2. Michael Bishop, Mental Health Case Manager to 1920 hours through June 30, 2018
3. Juan Ccachainca-Mendoza, Mental Health Maintenance Custodian to 1920 hours through June 30, 2018;
4. Kelly Cole, Mental Health Clinician II to 1920 hours through June 30, 2018;
5. Vernon Conners, Laborer to 1920 hours through June 30, 2018;
6. Erbin-Ryan Gamurot-Brown, Laborer to 1920 hours through June 30, 2018;
7. Denise George, Health Education Specialist to 1920 hours through June 30, 2018;
8. Carlos Gonzales-Bobadilla, Mental Health Clinician I to 1920 hours through June 30, 2018;
9. Aenoi Khounsinvong, Mental Health Cook to 1920 hours through June 30, 2018;
10. Cathy Lubin, Environmental Health Technician I to 1920 hours through June 30, 2018;
11. Lillian Oliver, Peer Coach I to 1920 hours through June 30, 2018;
12. Delana Ortega, Mental Health Worker I to 1920 hours through June 30, 2017;
13. Steven Roland, Office Assistant I to 1920 hours through June 30, 2018;
14. Lisa Russo, Office Assistant to 1920 hours through June 30, 2018;
15. Mark Solari, Laborer to 1920 hours through June 30, 2018;
16. Robbin Sullivan, Environmental Health Technician I to 1920 hours through June 30, 2018;

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Prepared by Yvonne Winter, Deputy Director-ES

CAO Approval

REVIEW: Auditor *[Signature]* County Counsel _____ Personnel *[Signature]* Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Bass* Seconded by Supervisor *Fennell*
Ayes *Bass, Fennell, Sundberg, Sohn, Wilson*
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *1/9/18*
By: *[Signature]*
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING:

Mental Health Funds

Public Health Funds

Social Service Funds

Health and Human Services Funds

DISCUSSION:

In support of the 24-hour Psychiatric In-Patient Hospital and Emergency unit are Mental Health Clinician Kelly Cole, Mental Health Worker Delana Ortega, and Nurse Case Manager Emily Barnes. Extra help staff support the In-Patient Hospital and Emergency units by providing mandated staffing ratios should regular staff be out due to illness or vacation. Extra Help Mental Health Maintenance Custodian Juan Ccachainca-Mendoza is currently maintaining coverage for 24 hour shifts for staff out on extended leave and other approved leaves. Mental Health Cook Aenoi Khounsavong is currently maintaining coverage for vacant positions and for staff leaves. The department with the assistance of County Human Resources continues to recruit heavily for additional extra help staff for the in-patient and emergency units; however, it is often difficult to find sufficient numbers of licensed persons interested in back-fill type positions. Should the department be able to increase the extra help pool it would eliminate the need to extend hours.

Mental Health Clinician I Carlos Gonzales-Bobadilla carries a caseload and provides coverage at the Children and Family Services clinic. Mental Health Case Manager Michael Bishop provides coverage at the Regional Facility. He has a wealth of training and expertise and has a good working relationship with clients in the facility and aftercare.

Health Education Specialist Denise George is working with clients who are more vulnerable for homelessness and falling out of care and treatment. She is responsible for case management for people living with HIV including coordinating the Housing Opportunities for People Living with HIV/Aids (HOPWA) program and providing support to clients in Humboldt and Del Norte Counties.

Environmental Health Technician I Cathy Lubin currently supports Environmental Health within Public Health Branch. This assignment has been instrumental in providing support to Environmental Health and their electronic reporting and enforcement efforts. Cathy's role has expanded to include coordinating our quarterly outreach and training events for the regulated community.

Environmental Health Technician I Robbin Sullivan currently supports Environmental Health within Public Health Branch. This assignment has been instrumental in providing support to Environmental Health cannabis permit application processing and investigating illegal roadside dumping complaint efforts.

Office Assistants Steve Roland and Lisa Russo support the Veteran's Services office. They assist with the nearly 1000 monthly office contacts and have made it possible for Veteran's Services to increase outreach efforts. The extra help in the office has been crucial in the serving of our veterans and their families to ensure timely assistance and obtaining benefits.

Laborers Vernon Conners, Erbin-Ryan Gamurot-Brown, and Mark Solari will be needed to assist with a number of relocations of Department of Health & Human Services (DHHS) staff. The task of moving multiple programs to multiple locations will be time consuming and maintaining extra help personnel to assist with these moves will make the transition quicker and easier on the staff involved with minimal interruption of services. They also assist in maintaining 49 plus buildings currently housed by DHHS staff.

Extra help staff are used for special projects, covering 24 hour shifts, vacations and leaves of absence and expertise in meeting mandates. Additional allocations for full time positions will be reviewed during the budget process. The experience and training of these extra help employees necessitate the extension of hours.

FINANCIAL IMPACT:

Mental Health assignments of Emily Barnes, Michael Bishop, Juan Ccachainca-Mendoza, Kelly Cole, Carlos Gonzales-Bobadilla, Aenoi Khounsinvong, and Lillian Oliver will be funded through Mental Health fund; cost of these extra help positions are funded by Mental Health revenues from Medicare and Medicaid cost reimbursement, Behavioral Health Realignment allocations, Mental Health Services Act and Federal Mental Health Block Grant. The additional cost estimate of extra help hours is \$200,741. There is sufficient appropriation in Mental Health Administration budget unit 1170-424 due to funded vacant positions for these additional extra help hours.

Public Health assignments of Denise George, will be funded through Fund 1175, Budget Unit 437 NorCAP CARE and Budget Unit 470 NorCAP HOPWA. The extra help position is funded through State HIV/AIDS grants through the State Office of AIDS. The additional hours are anticipated to cost \$40,035 in salaries and benefits. The assignment of Cathy Lubin, will be funded through Fund 1175, Budget Unit 411 Hazardous Materials Program. The additional hours are anticipated to cost \$21,415 in salaries and benefits. The assignment of Robbin Sullivan, will be funded through Fund 1175, Budget Unit 430 Local Enforcement Program. The additional hours are anticipated to cost \$21,415 in salaries and benefits. There is sufficient appropriation in the Public Health fund to cover the additional extra help hours. The additional extra help hours for Denise George will be supported through additional grant funding through State Office of AIDS. There is sufficient appropriation to support the additional extra help hours for Cathy Lubin and Robbin Sullivan due to funded vacant positions.

Social Services assignments of Steven Roland, and Lisa Russo to the Veteran's Services office are funded through Fund 1160, Budget Unit 599 – Veteran's Services. The additional hours are anticipated to cost \$22,861 in salary and benefits. These extra help positions are funded through State Aid for Veterans Affairs, State Aid for Medi-Cal Cost Avoidance, Veterans Service Office Fund and local revenue. There is sufficient appropriation in the Veteran's Service budget to cover the additional costs for these additional extra help hours while current staff is on an extended medical leave of absence.

DHHS assignments of Vernon Conners, Erbin-Ryan Gamurot-Brown and Mark Solari reside in Social Services fund 1160, budget unit 516 (DHHS-Administration). Costs associated with these extra help positions are funded through federal and state allocations, grants and realignment. The additional costs of the extra help hours is \$46,112. There is sufficient appropriation to cover the increase due to funded vacant positions for these additional help hours.

All extra help employees working beyond 960 hours are subject to paying into the California Public Employee Retirement System (PERS). The additional costs for PERS has been included in the above mentioned estimated salary costs. The department is aware that in accordance with the Affordable Care Act (ACA) extra help employees who have been identified as a full time employee under the ACA guidelines will be given the opportunity to enroll in the county's health insurance. Those employees will be identified by using the standard measurement period and associated stability period annual cycle set forth by those guidelines.

Approving the extension of extra help hours supports the Board's Strategic Framework by providing community-appropriate levels of service and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to extend hours; however, this is not recommended due to staffing levels and the workload.

ATTACHMENTS:

None.