



INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: CONNIE BECK, DIRECTOR
SUBJECT: FY 2024-25 HIRING FREEZE EXCEPTION
DATE: 6/7/2024

On June 4, 2024, your Board approved a hiring freeze for FY 2024-25. My department was impacted by the implementation of this hiring freeze. I am writing to request exemption to the hiring freeze for the following impacted job classifications:

- Behavioral Health Clinicians (I/II)
- Behavioral Health Case Managers
- Peer Coaches
- Behavioral Health Nurse
- Mental Health Worker
- Psychiatric Technician
- Nurse Case manager
- Parent Partner
- Legal Clerk I/II
- Social Services Aide
- Social Worker I/II (CWS, eligibility)
- Social Worker III (CWS, eligibility)
- Social Worker IV
- Social Worker Supervisor
- Youth Support Specialist
- Office Assistant I/II (Child Welfare Services, Welfare)
- Eligibility Specialists Series:
 - Eligibility Specialist Trainee, I, II
- Employment & Training Worker I/II
- Employment & Training Worker III
- Senior Office Assistant
- Senior Vocational Counselor
- Vocational Counselor



In order to assist your Board in choosing which positions to allow departments to continuously fill during the coming fiscal year in light of the county's structural deficit and negative fund balances, please find attached explanations of costs and services that will be impacted should your Board not approve an exception for these classifications.

Thank you for your consideration.

Connie Beck



Classification Name	Impacted # of Positions	Amount budgeted for positions	Will programs have to be shut down if not approved?	If so, what programs will be shut down?	Which of those programs are mandated by the state or federal government? Please cite the code, and include the level to which those services must be provided.	Other program impacts? Be as specific as possible.
Behavioral Health Clinicians (I/II)	21	\$ 1,012,782	Potentially	Sempervirens: required staffing ratios Crisis Stabilization Unit Other specialty mental health outpatient programs including Mobile Response Team, MIST, MH services in correctional facility.	Specialty mental health services under the mental health plan agreement with the DHCS. W&I 5600, et seq. and CA Government Code Sections 11138, 14705 and 14718. BHIN 24-020. "2023 Network Certification Requirements for County Mental health Plans" referencing Title 42 CFR part 438.68, 438.206, 438.207 and W&I 14197	Sempervirens risks involuntary closure Voluntary closure of Sempervirens would result in costs of transport to and placement out of county. Mobile crisis mobile response is a required Medi-Cal benefit under the State health plan.
Behavioral Health Case Managers	12	\$ 463,396	Potentially	Sempervirens: required staffing ratios Crisis Stabilization Unit Other specialty mental health outpatient programs including Mobile Response Team, MIST, MH services in correctional facility.	Specialty mental health services under the mental health plan agreement with the DHCS. W&I 5600, et seq. and CA Government Code Sections 11138, 14705 and 14718. BHIN 24-020. "2023 Network Certification Requirements for County Mental health Plans" referencing Title 42 CFR part 438.68, 438.206, 438.207 and W&I 14197	Sempervirens risks involuntary closure Voluntary closure of Sempervirens would result in costs of transport to and placement out of county. Mobile crisis mobile response is a required Medi-Cal benefit under the State health plan.
Peer Coaches	2	\$ 63,354	Yes	The Hope Center	Specialty mental health services under the mental health plan agreement with the DHCS. W&I 5600, et seq. and CA Government Code Sections 11138, 14705 and 14718. BHIN 24-020. "2023 Network Certification Requirements for County Mental health Plans" referencing Title 42 CFR part 438.68, 438.206, 438.207 and W&I 14197	The Hope Center utilizes peer coaches, which receive MHSA PEI funds under 3 year plan. Peer coaches are one of the more cost efficient ways to provide supports. Currently 29% vacancy rate
Behavioral Health Nurse	10.8	\$ 677,554	Potentially	Sempervirens: required staffing ratios Crisis Stabilization Unit Other specialty mental health outpatient programs including Mobile Response Team, MIST, MH services in correctional facility.	Specialty mental health services under the mental health plan agreement with the DHCS. W&I 5600, et seq. and CA Government Code Sections 11138, 14705 and 14718. BHIN 24-020. "2023 Network Certification Requirements for County Mental health Plans" referencing Title 42 CFR part 438.68, 438.206, 438.207 and W&I 14197	Sempervirens risks involuntary closure Voluntary closure of Sempervirens would result in costs of transport to and placement out of county. Mobile crisis mobile response is a required Medi-Cal benefit under the State health plan.
Parent Partner	1	\$ 32,228	No	Specialty mental health outpatient services to children, families.	Specialty mental health services are mandated under the mental health plan agreement with the DHCS. W&I 5600, et seq. and CA Government Code Sections 11138, 14705 and 14718. Services specifically from Parent Partners not required, however cost efficient.	Parent partners receive some MHSA Prevention and Early Intervention funds under 3 year plan. Parent Partners are one of the more cost efficient BH service delivery staff. Currently 50% vacancy rate.
Mental Health Worker	7	\$ 249,348		Sempervirens: required staffing ratios Crisis Stabilization Unit	Specialty mental health services under the mental health plan agreement with the DHCS. W&I 5600, et seq. and CA Government Code Sections 11138, 14705 and 14718. BHIN 24-020. "2023 Network Certification Requirements for County Mental health Plans" referencing Title 42 CFR part 438.68, 438.206, 438.207 and W&I 14197	Sempervirens risks involuntary closure Voluntary closure of Sempervirens would result in costs of transport to and placement out of county. Mobile crisis mobile response is a required Medi-Cal benefit under the State health plan.
Psychiatric Technician I/II	3	\$ 142,316		Sempervirens: required staffing ratios Crisis Stabilization Unit	Specialty mental health services under the mental health plan agreement with the DHCS. W&I 5600, et seq. and CA Government Code Sections 11138, 14705 and 14718. BHIN 24-020. "2023 Network Certification Requirements for County Mental health Plans" referencing Title 42 CFR part 438.68, 438.206, 438.207 and W&I 14197	Sempervirens risks involuntary closure Voluntary closure of Sempervirens would result in costs of transport to and placement out of county. Mobile crisis mobile response is a required Medi-Cal benefit under the State health plan.

Classification Name	Impacted # of Positions	Amount budgeted for positions	Will programs have to be shut down if not approved?	If so, what programs will be shut down?	Which of those programs are mandated by the state or federal government? Please cite the code, and include the level to which those services must be provided.	Other program impacts? Be as specific as possible.
Nurse Case Manager	2	\$ 461,507		Sempervirens: required staffing ratios Crisis Stabilization Unit	Specialty mental health services under the mental health plan agreement with the DHCS. W&I 5600, et seq. and CA Government Code Sections 11138, 14705 and 14718. BHIN 24-020. "2023 Network Certification Requirements for County Mental health Plans" referencing Title 42 CFR part 438.68, 438.206, 438.207 and W&I 14197	Sempervirens risks involuntary closure Voluntary closure of Sempervirens would result in costs of transport to and placement out of county. Mobile crisis mobile response is a required Medi-Cal benefit under the State health plan.
Legal Clerk I/II	2	\$ 142,346	Mandated programs and services would be delayed or shut down	CWS Court Report processing and filing will be inoperative and/or substantially delayed. Court Report filing timelines are defined per California statute and must be met to provide clients their due process.	Child Welfare Services, Welfare and Institutions Code 300; CDSS Manual of Policies and Procedures Division 31; California Rules of Court Rule 5, Division 1	Juvenile Court All Core Child Welfare programs
Social Services Aide	5	\$ 381,940	Mandated programs and services would be delayed or shut down	CWS's court ordered supervised visitation services and other core mandated core child welfare services would be inoperative and/or have reduced capacity and services would be reduced and/or delayed.	Child Welfare Services, Welfare and Institutions Code 300; CDSS Manual of Policies and Procedures Division 31; California Rules of Court Rule 5, Division 1	Juvenile Court All Core Child Welfare programs Child Welfare Services timelines are state defined and there is no opportunity to extend timeframes due to staffing constraints.
Social Worker I/II	5	\$ 470,835	Mandated emergency response, crisis response programs and remedial services would be delayed or shut down	CWS Emergency Response, Family Maintenance, Family Reunification, Permanency Planning, Extended Foster Care, Independent Living Skills, Resource Family Approval, ICWA Programs would be inoperative and/or services would be substantially delayed, putting children at risk and the county out of compliance with core mandates. Child risk and safety assessments and remedial services must be sustained at all times, including 24/7 after hours services.	Child Welfare Services, Welfare and Institutions Code 300; CDSS Manual of Policies and Procedures Division 31; California Rules of Court Rule 5, Division 1; CDSS issued ACLs and ACINs; Written Directives that govern Resource Family Approval	Juvenile Court All Core Child Welfare programs Child Welfare Services timelines are state defined and there is no opportunity to extend timeframes due to staffing constraints.
Social Worker III	10	\$ 1,102,720	Mandated emergency response, crisis response programs and remedial services would be delayed or shut down	CWS Emergency Response, Family Maintenance, Family Reunification, Permanency Planning, Extended Foster Care, Independent Living Skills, Resource Family Approval, ICWA Programs would be inoperative and/or services would be substantially delayed, putting children at risk and the county out of compliance with core mandates. Child risk and safety assessments and remedial services must be sustained at all times, including 24/7 after hours services.	Child Welfare Services, Welfare and Institutions Code 300 CDSS Manual of Policies and Procedures Division 31 California Rules of Court Rule 5, Division 1 CDSS issued ACLs and ACINs Written Directives that govern Resource Family Approval	Juvenile Court All Core Child Welfare programs Child Welfare Services timelines are state defined and there is no opportunity to extend timeframes due to staffing constraints.
Social Worker IV	10	\$ 1,148,140	Mandated emergency response, crisis response programs and remedial services would be delayed or shut down	CWS Emergency Response, Family Maintenance, Family Reunification, Permanency Planning, Extended Foster Care, Independent Living Skills, Resource Family Approval, ICWA Programs would be inoperative and/or services would be substantially delayed, putting children at risk and the county out of compliance with core mandates. Child risk and safety assessments and remedial services must be sustained at all times, including 24/7 after hours services.	Child Welfare Services, Welfare and Institutions Code 300 CDSS Manual of Policies and Procedures Division 31 California Rules of Court Rule 5, Division 1 CDSS issued ACLs and ACINs Written Directives that govern Resource Family Approval	Juvenile Court All Core Child Welfare programs

Classification Name	Impacted # of Positions	Amount budgeted for positions	Will programs have to be shut down if not approved?	If so, what programs will be shut down?	Which of those programs are mandated by the state or federal government? Please cite the code, and include the level to which those services must be provided.	Other program impacts? Be as specific as possible.
Social Worker Supervisor	2	\$ 282,638	Mandated emergency response, crisis response programs and remedial services would be delayed or shut down	CWS Emergency Response, Family Maintenance, Family Reunification, Permanency Planning, Extended Foster Care, Independent Living Skills, Resource Family Approval, ICWA Programs would be inoperative and/or services would be substantially delayed, putting children at risk and the county out of compliance with core mandates. Child risk and safety assessments and remedial services must be sustained at all times, including 24/7 after hours services.	Child Welfare Services, Welfare and Institutions Code 300 CDSS Manual of Policies and Procedures Division 31 California Rules of Court Rule 5, Division 1 CDSS issued ACLs and ACINS Written Directives that govern Resource Family Approval	Juvenile Court All Core Child Welfare programs Child Welfare Services timelines are state defined and there is no opportunity to extend timeframes due to staffing constraints.
Youth Support Specialist	4	173,840	Mandated emergency response, crisis response programs and remedial services would be delayed or shut down	Services to youth who have complex care needs and are at risk of losing their placement, or without immediate placement, will be delayed and disrupted and youth won't have the care coordination that is necessary.	Child Welfare Services, Welfare and Institutions Code 300 CDSS Manual of Policies and Procedures Division 31	All Core Child Welfare programs Child Welfare Services timelines are state defined and there is no opportunity to extend timeframes due to staffing constraints.
Office Assistant I/II CWS	7	\$ 378,980	Front lobby reception and administrative phone line would not	Without these positions filled, Child Welfare Services lobby reception and administrative phone reception would not be covered.	Child Welfare Services, Welfare and Institutions Code 300 CDSS Manual of Policies and Procedures Division 31	All Core Child Welfare programs
Office Assistant I/II Eligibility	1	\$ 63,141	No			Clerical support is needed to ensure provision of federally mandated eligibility and employment programs (CalWORKs, CalFresh, Medi-Cal) and county General Relief and Transportation Assistance programs. Clerical staff operate reception areas, complete processes essential for eligibility and employment benefit determinations and enrollment, and ensure daily operations continue. Clerical staff are essential to the daily operations of multiple locations.
Eligibility Specialists Series	46	\$ 4,094,596	Yes	CalFresh	CalFresh-- Food Stamp Act of 1977 (PL 53-86) & Food and Nutrition Act of 2008 7 C.F.R. § 272 et seq Essential Functions Category3	Assisting customers in office and in the Call Center
Eligibility Specialists Series		(see CF line)	Yes	Medi-Cal	Medi-Cal--Medicaid Regulations 42 C.F.R. § 430 C.C.R Title 22 § 5000 Essential Functions Category3	
Eligibility Specialists Series		(see CF line)	Yes	CalWORKs	45 CFR Part 260 General Temporary Assistance for Needy Families (TANF) Board of Supervisors pursuant to Part 5, Division 9 (commencing with Section 17000 thereof) of the Welfare and Institution Code of the State of California	Assisting customers in office and in the Call Center. Authorization and maintenance of benefits
Eligibility Specialists Series		(see CF line)	Yes	General Relief		Assisting customers in office and in the Call Center. Authorization and maintenance of benefits
Employment & Training Worker I/II	5	\$ 367,840		WTW/ CalWORKs	45 CFR Part 261 General Temporary Assistance for Needy Families (TANF)	
Employment & Training Worker III	2	\$ 216,156		WTW/ CalWORKs	45 CFR Part 261 General Temporary Assistance for Needy Families (TANF)	
Social Worker III	1	\$ 114,430		WTW/GR	45 CFR Part 261 General Temporary Assistance for Needy Families (TANF)	
Social Worker I	1	\$ 86,847		WTW/GR	45 CFR Part 261 General Temporary Assistance for Needy Families (TANF)	

Classification Name	Impacted # of Positions	Amount budgeted for positions	Will programs have to be shut down if not approved?	If so, what programs will be shut down?	Which of those programs are mandated by the state or federal government? Please cite the code, and include the level to which those services must be provided.	Other program impacts? Be as specific as possible.
Senior Office Assistant	2	\$ 157,290	No			Clerical support is needed to ensure provision of federally mandated eligibility and employment programs (CalWORKs, CalFresh, Medi-Cal). Clerical staff operate reception areas, complete processes essential for eligibility and employment benefit determinations and enrollment, and ensure daily operations continue. The Senior Office Assistant (Sr OAs) positions are the lead positions in the Office Assistant series and are fundamental for supporting Office Assistant I/II's by providing training, guidance, and working more complex and/or confidential tasks.
Senior Vocational Counselor	1	\$ 103,849	No			ET has seen an unprecedented amount of staff turnover since 2021, having 68% staff turnover over during this time period. ET needs training documentation written to assist in training new staff and staff expectations updated and solidified to ensure staff have the resources they need to be successful. This is critical for us to do in hopes of preventing more turnover.
Vocational Counselor	2	\$ 177,848	No, but reduced.			The County's goal in working with clients is to ultimately build enough individual self-sufficiency so clients do not need County aid. If employment related needs are not part of these efforts, there is no way to ensure individuals will be successful in building/maintaining self-sufficiency.