



COUNTY OF HUMBOLDT

For the meeting of: 8/12/2025

File #: 25-893

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Allocate 1.0 Full Time Equivalent (FTE) Program Coordinator position and 1.0 FTE Health Education Specialist I/II position for DHHS Public Health Branch - Health Communities Division, Substance Use Prevention (SUP) Program

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate 1.0 FTE Program Coordinator position (job class 1425, salary range 451) in budget 1175-400 effective the pay period following Board approval; and
2. Allocate 1.0 FTE Health Education Specialist I/II position (job class 1595A/B, salary range 402/435) in budget 1175-414 effective the pay period following Board approval.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Safe & Healthy Communities

Strategic Plan Category: 1006 - Implement Live Well Humboldt - Community Health Improvement Plan

DISCUSSION:

On June 24, 2025, your Board adopted the Fiscal Year (FY) 2025-26 budget. The Department of Health & Human Services (DHHS) Public Health Branch received funding through county Opioid Settlement Funds in the amount of \$663,508. As such, DHHS Public Health requests to allocate a 1.0 FTE Program Coordinator in the Healthy Communities Division. This position will be assigned to the Substance Use Prevention (SUP) program. The SUP program uses evidence-based approaches to reduce and prevent substance use among youth and adults. Strategies include community education, supporting public policies that promote healthy behavior, and collaboration with coalitions and partners to help build communities that are free of drug and alcohol related harm. Brochures, printed materials, classroom education, presentations and other resources available upon request. This position would be responsible for planning, developing and administering SUP program policies and procedures. Additionally, this position would be responsible for overseeing the activities of SUP program staff.

DHHS Public Health also requests to allocate a 1.0 FTE Health Education Specialist I/II in the Healthy Communities Division. This position will be responsible for planning, implementing and evaluating public health education activities in the SUP program.

The funding for these positions was included in the Opioid Settlement Funds budget 1600-600, however, the position allocations were inadvertently not included in the DHHS Public Health budget during budget adoption.

SOURCE OF FUNDING:

Opioid Settlement Funds 1600-600

FINANCIAL IMPACT:

Expenditures (1600,600)	FY25-26	FY26-27 Projected*	FY28-29 Projected*
Budgeted Expenses	\$214,665	\$221,105	\$227,738
Total Expenditures	\$214,665	\$221,105	\$227,738

**Projected amounts are estimates and are subject to change.*

Funding Sources (1600,600)	FY25-26	FY26-27 Projected*	FY27-28 Projected*
State/Federal Funds	\$214,665	\$221,105	\$227,738
Total Funding Sources	\$214,665	\$221,105	\$214,738

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The estimated annual salary and benefit cost of the Program Coordinator will begin at \$113,654, in fund 1175, budget unit 400 Public Health Administration and the Health Education Specialist will begin at \$101,011, in fund 1175, budget unit 414 Health Education. These position costs will be transferred to fund 1600, budget unit 600 and are fully funded by Opioid Settlement funds.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
<i>Program Coordinator</i>	(400-1425)	Step 1A	1.0	
<i>Health Education Specialist I/II</i>	(414-1595A)	Step 1A	1.0	

Narrative Explanation of Staffing Impact:

The requested addition of a 1.0 FTE Program Coordinator would be located in DHHS Public Health in the Healthy Communities Division. This position would report to the Program Services Coordinator overseeing the programs of Physical Activity and Nutrition (PAN), Nicotine and Tobacco Prevention (NTP) and SUP. This Program Coordinator position would be responsible for overseeing 1.0 FTE Senior Health Education Specialist position and 3.0 Health Education Specialist I/II positions performing health education activities in the SUP program. Additionally, the requested addition of a 1.0 FTE Health Education Specialist I/II would provide an additional allocation for Health Education Specialist I/II in the SUP program.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to allocate the requested positions. This alternative is not recommended, as it would prevent DHHS' ability to provide improved health education services in the SUP program and utilize the allocated Opioid Settlement Funds.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Meeting of: 6/24/25

File No.: 25-772