



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-10

For the meeting of: December 6, 2016

Date: November 15, 2016

To: Board of Supervisors

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

Handwritten signature: [Signature] for Connie Beck

Subject: Approve Allocation of one Social Worker Supervisor II, two Social Worker IV A/B/C/D and one Social Service Aide in Fund 1160, Budget Unit 511; effective immediately upon Board approval.

RECOMMENDATION(S):

That the Board of Supervisors:

Approve the allocations of one full time equivalent (1.00 FTE) Social Worker Supervisor II (job class 0714, salary range 471) position; two (2.0 FTE) Social Worker IV A/B/C/D (job class 0707, salary range 402/416/418/448) positions and one (1.0 FTE) Social Service Aide (job class 0708, salary range 297) position, effective immediately upon Board approval;

SOURCE OF FUNDING:

Social Services Funds

DISCUSSION:

Continuum of Care Reform (CCR), mandated by the California legislature for the Department of Social Services (CDSS) to ensure that Counties implement, includes dramatic changes to the foster home approval/licensing process that will necessitate the need for local staff changes and reform. CCR requires counties to provide a more comprehensive, early-intervention approach to create a family-friendly and child-centered caregiver approval process for relatives, non-related extended family members and foster parents. This will provide better support for the caregiver(s) when children have to be removed from their

Prepared by Yvonne Winter, Deputy Director - ES

CAO Approval [Signature]

REVIEW: Auditor MBM County Counsel _____ Personnel DJ Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Fennell Seconded by Supervisor Bass
Ayes Sundberg, Fennell, Lovelace, Bohn, Bass
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: Dec. 6, 2016
By: [Signature]
Kathy Hayes, Clerk of the Board

home as well as provide the support needed to work towards reunification as soon as possible. Many of the changes have been mandated by the State of California to be implemented as of January 1, 2017.

There are several structural revisions included in CCR which will necessitate changes within Child Welfare Services (CWS) to better support children, families and their caregivers. As part of this mandate, the Department of Health and Human Services (DHHS) is proposing the creation of a unit to implement the Resource Family Approval (RFA) requirement which is one component of CCR. DHHS is requesting four (4) additional positions to staff the RFA unit combined with an internal shift of existing available positions to support the RFA requirements. CCR, including RFA requirements, are in-line with the Humboldt Practice Model and feedback from stakeholders, care providers and the National Indian Child Welfare Association (NICWA) system review recommendations.

With the addition of the RFA, CDSS expects counties to see a decrease in the time it takes for children/youth to achieve permanency, a decrease in the number of children placed in congregate care (aka group homes), better quality of care for all children, improved retention of caregivers over time, and additional placement options, especially for those children/youth we currently send to placements located out of county or to more restrictive settings.

Under RFA requirements, caregivers will now be required to complete a comprehensive psycho/social assessment, home environment check and training, including caregivers who are not currently mandated to complete training under the current approval processes.

The responsibility for evaluating, approving and investigating licensed caregivers (foster homes), which has been under the purview of Community Care Licensing (CCL) CDSS will now be completed by the county RFA unit. It should be noted that CDSS requires the RFA unit to be independent of the Adoptions unit so it is not possible to simply utilize the existing Adoptions unit to fulfill the state mandates of CCR.

DHHS requests your Board approve the addition of one (1) Social Worker (SW) Supervisor II position; two (2) SW IV A/B/C/D positions; and one (1) Social Services Aide position for the new RFA unit. The SW IV position is requested due to the higher level of education and experience it entails. The position may be under-filled with a SW I, II or III as needed or available. SW's assigned to the RFA will conduct investigations of all complaints, coordinating with Emergency Response (ER) Social Workers in the case of abuse referrals involving a resource family.

The SW staff currently assigned to the Placement unit will act as liaisons and follow up with caregivers on recent placements, offering support and connection to resources. These liaisons will participate in Resource Family Orientation and may be involved in pre and/or post service training of resource families in order to better support and retain our caregivers.

Thirteen California counties were "early implementers" of RFA, the first being San Luis Obispo in 2013. From their experiences we have learned that additional staffing is necessary for us to successfully implement RFA processes and procedures.

Merit System Services (MSS) completed a review of the proposed work group and recommended ten additional positions. DHHS is not requesting the full complement of MSS recommendations at this time based on funding. Should it be determined the additional positions are needed in the future DHHS will return to your Board for further direction.

FINANCIAL IMPACT:

Costs associated with the request to increase one full time equivalent (1.00 FTE) Social Worker Supervisor II (job class 0714, salary range 471); two (2.0 FTE) Social Worker IV A/B/C/D (job class 0707, salary range 402/416/418/448) and one (1.0 FTE) Social Services Aide (job class 0708, salary range 297) are estimated to be One Hundred Ninety Seven Thousand, Two hundred Eighty-One Dollars (\$197,281) at step A1 for the remaining 7 months of the 2016-17 Fiscal Year. These positions will reside in fund 1160, Budget Unit 511 and be funded through a combination of federal, state and local funds. There is sufficient appropriation to cover the new positions due to savings from unanticipated vacancies. There is no anticipated impact to the county general fund.

This proposed change supports the Board's Strategic Framework by providing community-appropriate levels of service and protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

Merit System Services

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not approve the increase in staff however this is not recommended. Resource Family Approval processes are mandated to be implemented by January 1, 2017.

ATTACHMENTS:

Merit System Services correspondence dated 10/10/2016

October 10, 2016

Connie Beck, Director of Health and Human Services
Humboldt County Department of Health and Human Services
929 Koster Street
Eureka, CA 95501

Dear Director Beck:

This letter is in response to your department's request to add ten (10) additional positions for the Resource Family Approval (RFA) Unit and Adoption Unit as a component of Continuum of Care Reform (CCR). These positions in the RFA Unit will offer a more family-friendly and child-centered caregiver approval process mandated by the State of California. The Social Workers assigned to the Adoption Unit will work cooperatively with the RFA Social Workers, but report to a different supervisor in order to maintain objectivity and clarity between the assessment and approval processes. RFA combines elements of the current separate approval processes for foster parent licensing, relative and non-relative placement, adoptive families and guardianships making the process more stream-lined. This will allow the county to keep more children placed in their neighborhoods and towns in home-based family care and connected to their communities, which is essential to moving children out of congregate care, a goal of CCR.

Continuum of Care – Resource Family Approval Unit and Adoption Unit positions

Social Worker Supervisor II (1)

- Plans, assigns, and directs the daily work of the RFA Unit Staff
- Reports progress and needs to CWS PM
- Main point person for grievances and investigation involving Resource Families
- Coordinates with other units to complete collaborative work and to address needs of potential Resource Families.
- Selects, trains, evaluates, and disciplines subordinate staff.

Social Worker IV (7) – Depending on assignment:

- Conduct RFA assessments and annual updates
- Conduct investigations of all complaints or incidents, coordinating with ER SWs in the case of abuse referrals involving a Resource Family
- Complete comprehensive psycho/social assessments required of all new Resource Families
- Recommend the approval or denial of Resource Family status
- Gather information and write requests for exemptions as applicable
- Provide pre and/or post service training to prospective Resource Families

- Provide main support and key contact for Resource Families throughout their involvement with CPS/Probation

Social Service Aide (1)

- Provide case support to Social Workers
- Coordinate with ER Unit and the RFA unit to meet the need of identifying family members of newly detained children
- Locate and identify which family members will go through the RFA process

Office Assistant (1)

- Clerical duties to assist the unit staff to coordinate meetings, create and manage files, order supplies, data entry and management of tracking systems
- Conduct Live Scans of potential Resource Families, as needed

Based on a review of the duties and the program needs, these positions identified are the appropriate classifications for these duties.

Once your department has approval from the Board of Supervisors to add these positions, please provide MSS with the Board minutes. Once received, MSS will conduct recruitments to fill these vacancies, at the county's request.

Please let me know if you have any questions.

Sincerely,



Karen Rodriguez
MSS Senior Consultant

Cc: Yvonne Winter, Humboldt County Department of Health and Human Services
Dan Fulks, Director, Humboldt County Department of Human Resources