



# COUNTY OF HUMBOLDT

AGENDA ITEM NO.

**H-1**

For the meeting of: April 5, 2016

Date: March 10, 2016

To: Board of Supervisors

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

Subject: Employment and resolution of temporary retired annuitant as Psychiatric Nurse in the Mental Health Branch.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Resolve that the employment of Andrea Patt as a temporary "retired annuitant" Psychiatric Nurse with the Department of Health and Human Services, Mental Health (budget unit 424) is necessary to fill a critically needed position and that Ms. Patt's employment as a temporary "retired annuitant" is needed before the CalPERS "180-day wait period" has expired; and
2. Adopt the attached resolution for an exception to the 180-day wait period and employment of Andrea Patt as a temporary "retired annuitant" Psychiatric Nurse with the Department of Health and Human Services.

**SOURCE OF FUNDING:**

Mental Health Fund

**DISCUSSION:**

Andrea Patt, Psychiatric Nurse for Humboldt County Department of Health and Human Services, assigned to the Mental Health Branch will retire on April 14, 2016. Ms. Patt began her work as a Psychiatric Nurse with the Mental Health Branch on December 29, 1996. While Human Resources continues to actively recruit for Psychiatric Nurse positions it has historically been difficult to recruit and retain staff. The

Prepared by Yvonne Winter, Deputy Director - ES

CAO Approval *Eushia Hayes*

**REVIEW:**

Auditor \_\_\_\_\_ County Counsel *BD* 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: *April 5, 2016*  
By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

inability to recruit and retain Psychiatric Nurses places a burden upon other staff to work overtime assuring appropriate acuity of Psychiatric Nurses and client and staff safety.

The appointment of Ms. Patt is necessary to ensure that the critically needed functions of a Psychiatric Nurse is available and will prevent disruption of services to the community until such time as the Mental Health Branch has reached adequate staffing of Psychiatric Nurse to patient ratios required for the Psychiatric Hospital and Emergency Unit.

FINANCIAL IMPACT:

The costs associated with the extra-help employment are estimated to not exceed \$2,645.19 per pay period and there is sufficient appropriation in the Mental Health Administration budget unit 1170-424 due to staffing vacancies. These costs will not be on-going and will be for a limited duration.

This budget item supports the Board's Strategic Framework adopted by investing in County employees and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to employ and accept the resolution for Andrea Patt, however this is not recommended as it will leave the Psychiatric Hospital and Emergency Units understaffed.

ATTACHMENTS:

Resolution for exception to the 180-day wait period.  
Human Resources recruitment flyer.

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of April 5, 2016

RESOLUTION NO. 16-39

**RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD GOVERNMENT CODE SECTIONS 7522.56 &. 21224**

**WHEREAS**, in compliance with Government Code section 7522.56 the Humboldt County Board of Supervisors must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his/her retirement date; and

**WHEREAS**, Andrea Patt (Employee ID#P9425) will retire from Humboldt County Department of Health and Human Services In the position of Psychiatric Nurse, effective April 14, 2016; and

**WHEREAS**, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement day, which is October 15, 2016 without this certification resolution; and

**WHEREAS**, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement related incentive; and

**WHEREAS**, the Humboldt County Board of Supervisors, the Humboldt County Department of Health and Human Services and Andrea Patt certify that Andrea Patt has not and will not receive a Golden Handshake or any other retirement related incentive; and

**WHEREAS**, the Humboldt County Board of Supervisors hereby appoints Andrea Patt as an extra help retired annuitant to perform the duties of Psychiatric Nurse for the Department of Health and Human Services under Government Code Section 21224, effective, May 16, 2016 appointment; and

**WHEREAS**, the entire employment agreement, contract or appointment document between Andrea Patt and the Humboldt County Department of Health and Human Services has been reviewed by this body and is attached herein; and

**WHEREAS**, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

**WHEREAS**, the employment shall be limited to 960 hours per fiscal year; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the maximum monthly base salary for this position is \$6,301.31 and the hourly rate equivalent is \$36.35, and the minimum monthly base salary for this position is \$4,910.52 and the hourly equivalent is \$28.33; and

**WHEREAS**, the hourly rate paid to Andrea Patt will be \$36.35; and

**WHEREAS**, Andrea Patt has not and will not receive any other benefit Incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

**NOW, THEREFORE, BE IT RESOLVED** that the Humboldt County Board of Supervisors hereby certifies the nature of the appointment of Andrea Patt as described herein and detailed in the attached agenda item, dated April 5, 2016 is necessary to fill the critically needed position of Psychiatric Nurse for the Humboldt County Department of Health and Human Services by May 16, 2016 because Ms. Patt has unique knowledge, skills and appropriate licensing to work as a Psychiatric

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of April 5, 2016

RESOLUTION NO. 16-39

Nurse for Humboldt County Department of Health and Human Services. Ms. Patt has worked as a Psychiatric Nurse assigned to the Psychiatric Emergency unit and the Psychiatric Hospital for twenty years. Historically, the position of Psychiatric Nurse has been difficult to recruit and retain staff causing a shortage. This shortage impacts the operation of the Psychiatric Hospital and Emergency unit. This appointment will allow a temporary period of support providing uninterrupted operation of the Psychiatric Hospital and Emergency Unit within the Humboldt County Department of Health and Human Services.

Dated: April 5, 2016



MARK LOVELACE, Chair  
Humboldt County Board of Supervisors

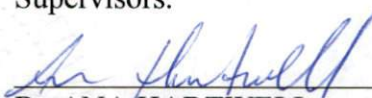
Adopted on motion by Supervisor Fennell, seconded by Supervisor Bass, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Lovelace, Bohn, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA )  
County of Humboldt )

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

H-1

For the meeting of: April 5, 2016

Date: March 10, 2016

To: Board of Supervisors

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

Subject: Employment and resolution of temporary retired annuitant as Psychiatric Nurse in the Mental Health Branch.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Resolve that the employment of Andrea Patt as a temporary "retired annuitant" Psychiatric Nurse with the Department of Health and Human Services, Mental Health (budget unit 424) is necessary to fill a critically needed position and that Ms. Patt's employment as a temporary "retired annuitant" is needed before the CalPERS "180-day wait period" has expired; and
2. Adopt the attached resolution for an exception to the 180-day wait period and employment of Andrea Patt as a temporary "retired annuitant" Psychiatric Nurse with the Department of Health and Human Services.

SOURCE OF FUNDING:

Mental Health Fund

DISCUSSION:

Andrea Patt, Psychiatric Nurse for Humboldt County Department of Health and Human Services, assigned to the Mental Health Branch will retire on April 14, 2016. Ms. Patt began her work as a Psychiatric Nurse with the Mental Health Branch on December 29, 1996. While Human Resources continues to actively recruit for Psychiatric Nurse positions it has historically been difficult to recruit and retain staff. The

Prepared by Yvonne Winter, Deputy Director - ES CAO Approval *Eushia Hayes*

REVIEW: Auditor \_\_\_\_\_ County Counsel *BA* Personnel *DJ* Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other

The within instrument is a full, true and correct copy of the original on file in this office.

**ATTEST:**

**KATHY HAYES**

Clerk of the Board of Supervisors of the County of Humboldt, State of California

By *Kathy Hayes*

**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: *April 5, 2016*  
By: *Kathy Hayes*  
**Kathy Hayes, Clerk of the Board**

inability to recruit and retain Psychiatric Nurses places a burden upon other staff to work overtime assuring appropriate acuity of Psychiatric Nurses and client and staff safety.

The appointment of Ms. Patt is necessary to ensure that the critically needed functions of a Psychiatric Nurse is available and will prevent disruption of services to the community until such time as the Mental Health Branch has reached adequate staffing of Psychiatric Nurse to patient ratios required for the Psychiatric Hospital and Emergency Unit.

FINANCIAL IMPACT:

The costs associated with the extra-help employment are estimated to not exceed \$2,645.19 per pay period and there is sufficient appropriation in the Mental Health Administration budget unit 1170-424 due to staffing vacancies. These costs will not be on-going and will be for a limited duration.

This budget item supports the Board's Strategic Framework adopted by investing in County employees and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to employ and accept the resolution for Andrea Patt, however this is not recommended as it will leave the Psychiatric Hospital and Emergency Units understaffed.

ATTACHMENTS:

Resolution for exception to the 180-day wait period.  
Human Resources recruitment flyer.



**COUNTY OF HUMBOLDT**  
invites applications for the position of:

## **Psychiatric Nurse**

**SALARY:** \$27.49 - \$35.28 Hourly  
\$4,765.75 - \$6,115.54 Monthly  
\$57,189.00 - \$73,386.48 Annually

**OPENING DATE:** 06/30/14

**CLOSING DATE:** Continuous

### **DEFINITION:**

Under general supervision, provides professional nursing and psychiatric care for mentally ill and emotionally disturbed patients; collaborates with other medical staff and interdisciplinary health treatment teams to evaluate and prepare treatment plans; may provide direction and oversight of nursing activities when assigned; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This class provides direct nursing services in the County's in-patient Psychiatric Health Facility or out-patient program. This class is distinguished from Supervising Psychiatric Nurse in that the latter has on-going responsibility for staff direction, training, discipline and evaluation.

### **EXAMPLES OF DUTIES:**

- Assesses patients upon admission to unit and makes presentation of physical and mental condition findings to attending physicians.
- Provides professional nursing care to patients; observes and charts vital signs, including temperature, blood pressure, pulse, and respiration.
- Provides equipment and supplies required for patient examination or treatment; observes and records patient reactions and behaviors, and explains procedures.
- Administers oral and hypodermic medications and observes and records their effects; obtains and records all orders from physician to facilitate patient treatment.
- Participates in the preparation of the nursing component of patient treatment plans, including physical assessments on new patients; as a member of an interdisciplinary treatment team, oversees and participates in evaluation and therapeutic activities.
- Performs crisis intervention, in person and on the phone, management of assaultive behavior, and general supportive counseling; coordinates or arranges for the provision of needed services including emergency detention when patient is in danger to self or others.
- Provides supportive services including individual, group or family counseling, and various group activities such as exercise and art.
- Confers with medical, mental health and inter-agency staff regarding client needs and ways of improving staff's ability to impact on clients.
- May serve as case coordinator for assigned patients or clients.
- Participates in case conferences and provides input regarding mental health cases and problems.
- May accept report of previous shift and update new admissions and medications; makes appropriate nursing notes on patients charts and writes medication orders; assures that patient charts contain accurate and complete documentation; performs and documents end-of-shift narcotics count.
- May organize, assign, review and evaluate the work of staff on assigned shift.
- Maintains prescribed standards of mental health treatment and ensures services are rendered in conformance with policy and procedural guidelines.

- May coordinate the Utilization Review program; review admission and continued patient stays for medical necessity and appropriateness as outlined by Short Doyle/Medi-Cal procedures; organize and participate on the Utilization Review Committee.
- May coordinate and implement the Infection Control Program; participate on the Infection Control Committee; conduct in-service training for staff; evaluate new products; review methods and practices for program compliance; maintain and review relevant records; prepare required reports.

**QUALIFICATIONS:**Knowledge of:

- Principles and practices of general psychiatric nursing care, as defined by the State of California licensing requirements.
- Techniques for dealing with disturbed individuals and their families.
- Medical and psychiatric terminology and first aid methods and procedures.
- Psychiatric medicines, including narcotics, and their effects on patients.
- Standard medical recordkeeping, including patient charting and the processing and maintenance of required documentation.
- Principles, practices and methods of community mental health treatment including interviewing, assessment and family and group counseling.
- General principles of effective employee supervision.
- Requirements for utilization review and infection control.

Skill in:

- Conducting psychiatric assessments and evaluations and reporting physical and mental condition findings to medical staff.
- Assigning, directing, reviewing and evaluating the work of assigned staff.
- Training staff in work procedures.
- Assessing mental and/or emotional health status and developing effective patient treatment plans.
- Performing crisis intervention, managing assaultive behavior, responding promptly to patient emergency situations and taking effective action to control potentially violent incidents.
- Preparing clear and complete reports, patient document and other written correspondence.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Exercising sound independent judgment within established guidelines.
- Performing utilization review and infection control functions.

Other Requirements:

Must possess a valid license to practice as a Registered Nurse in the State of California.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

One year of experience in psychiatric nursing with some supervisory or charge experience.



**ADDITIONAL INFORMATION:**

---

**EEOC:**

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site.

**APPLICATIONS MAY BE FILED ONLINE AT:**

<http://www.humboldt.gov/hr>

825 5th Street, Room 100  
Eureka, CA 95501  
707-476-2349

[personnel@co.humboldt.ca.us](mailto:personnel@co.humboldt.ca.us)

---

Position #2014-04  
PSYCHIATRIC NURSE  
BP