



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

H-2

For the meeting of: August 9, 2016

Date: July 20, 2016

To: Board of Supervisors

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

Subject: Approval of Resolution to Establish a Blue Ribbon Task Force for the Department of Health and Human Services and Appointment of Individuals to Serve as Members

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Receive the staff report on the Blue Ribbon Task Force;
- 2) Approve a resolution to establish a Blue Ribbon Task Force for the Department of Health and Human Services; and
- 3) Provide direction to staff on the preferred process for selection of Task Force members.

SOURCE OF FUNDING:

Department of Health and Human Services Funds (1160, 1170, 1175, 1180)

DISCUSSION:

On April 28, 2015 (item C-11), your board awarded a contract to W. Brown Creative Partners (WBCP) of Medford, Oregon to conduct a Transition Organizational Assessment Study of the Department of Health and Human Services (DHHS). Upon completion of the assessment, on September 22, 2015 (item I-1), WBCP presented the results of its analysis to the board including forty-eight recommendations to strengthen the department and guide the board and newly appointed director of the DHHS in prioritizing and implementing change. Among the top six recommendations was to "convene a Blue Ribbon Task Force to assist the new director in transitioning into the position and help with developing a blue print for maintaining critical services while implementing change". To assure this key recommendation would be

Prepared by Connie Beck, Director

CAO Approval

REVIEW:

Auditor _____ County Counsel *Sm* Human Resources _____ Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other - Time Set

PREVIOUS ACTION/REFERRAL:

Board Order No. C-11, I-1

Meeting of: 4/28/15, 9/22/15

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor _____ Seconded by Supervisor _____

- Ayes _____
- Nays _____
- Abstain _____
- Absent _____

SEE ACTION SUMMARY

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

Dated: _____

By: _____

Kathy Hayes, Clerk of the Board

addressed, WBCP provided the County Administrative Officer with a memorandum titled "Blue Ribbon Recommendation" (Attachment 1).

In this document, WBCP further detailed the role and purpose of a Blue Ribbon Task Force (BRTF) and recommended that the board assemble a BRTF comprised of approximately ten members. The memorandum recommended that "the new HHS Director should provide names to the Board of Supervisors for appointment to the Blue Ribbon Task Force". It further recommended that selection criteria for members include their expertise in one of the noted critical areas of the Transition Organizational Assessment Study:

- Foster Care/Child Welfare Services
- Mental Health
- Tribal Relations
- Organizational Structure/Development/Relations/Hiring
- Fiscal Oversight
- County Outcomes and Health Outcomes
- External Relations (City and other Departments)
- External Relations (Partners/Stakeholders)
- Schools and
- Labor

Potential recruitment sources for BRTF members in each of these areas are also listed in the memorandum.

In order to implement WBCP's recommendation, DHHS requests the board approve the formation of a BRTF via a resolution (Attachment 2) and consider the list of potential candidates provided by the DHHS director for appointments to the BRTF (Attachment 3). Alternatively, the board could choose to adopt an application process by which individuals could apply to be appointed to the BRTF. Should the board choose to implement an application process to appoint BRTF members, attached (Attachment 4) is a draft application form.

Once the board is sufficiently satisfied the WBCP recommendations have been either adequately addressed or accomplished, the BRTF may be disbanded.

FINANCIAL IMPACT:

There is no impact to the county's General Fund associated with the recommendation before the board. The BRTF will serve without compensation. Members may receive mileage reimbursement for travel expenses incurred to attend BRTF meetings, which would be funded from DHHS Fund 1160. This resolution supports the board's strategic framework by providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Many partner agencies, including cities, schools and local nonprofit organizations, are potentially impacted by changes to the DHHS.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

It is requested that your board approve the resolution framework and approve the WBCP recommended process for appointment to the BRTF; however, another alternative would be to proceed with an application process for appointment.

ATTACHMENTS:

1. WBCP Blue Ribbon Recommendations Memorandum

2. Draft Resolution For Establishing a Blue Ribbon Task Force for the DHHS
3. List of potential members for the Blue Ribbon Task Force
4. Alternative application form for Blue Ribbon Task Force

**HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
BLUE RIBBON TASK FORCE (BRTF)**

Background

With the retirement announcement of Humboldt County's Health and Human Services Director effective January 2016, the Humboldt County Board of Supervisors recognized the rapidly changing environment in health and human services and made a decision to assess the current organization to determine the ideal leadership qualities and characteristics for the future Director.

The Board of Supervisors contracted with W. Brown Creative Partners to execute a transition organizational assessment. Upon completion of the assessment, 48 recommendations were made to both strengthen the organization and to continue the good work the organization is already doing. These recommendations can be used as a blueprint for an organizational strategy and vision for the newly hired Health and Human Services (HHS) Director.

To assure that the key recommendations are addressed, it is recommended that the Board of Supervisors assemble a "Blue Ribbon Task Force" to review the approved recommendations and to assist the new HHS Director in developing a work and implementation plan. Once the Board of Supervisors is sufficiently satisfied that the recommendations have been either sufficiently addressed or accomplished, the Blue Ribbon Task Force can be disbanded.

What is a Blue Ribbon Task Force?

A blue-ribbon task force (or blue ribbon commission) is a group of exceptional people appointed to investigate or study or analyze a given question. Blue-ribbon panels generally have a degree of independence from political influence or other authority, and such panels usually have no direct authority of their own. Their value comes from their ability to use their expertise to issue findings or recommendations that can then be used by those with decision-making power to act. It might be composed of independent scientific experts or academics with no direct government ties to study a particular issue or question, or it might be composed of citizens well known for their general intelligence, experience and non-partisan interests to study a matter of political reform. The "blue-ribbon" aspect comes from the presentation of the panel as the "best and brightest" for the task, and the appointment of such a panel, ad hoc, is meant to signal its perspective as outsiders of the usual process for study and decisions.

Recommendations for a Blue Ribbon Task Force

Commencement

After a suitable orientation to Humboldt County (6-8 weeks), the new HHS Director should provide names to the Board of Supervisors for appointment to the Blue Ribbon Task Force. The first meeting should occur no later than the first week of March, 2016.

Size of the Blue Ribbon Task Force (Recommend 10 Members)

A literature review of the number of members of task force committees in other jurisdictions can range from 6 to 20 members. The tasks of many blue ribbon task forces arise because of an emergency or a single local issue. Examples of purposes for task forces or commissions are:

- State of Idaho - State of Adult Mental Health Service
- Solano County - Addressing Child Welfare Issues
- City of Santa Clarita - Addressing Alcohol and Drug Use in Teens

Though task forces can vary in size, to assure a highly active, involved and functional task force, we are recommending 10 members.

Selection Criteria

1. Each member will have an expertise for one of the recommended areas to-be-addressed, listed in the **Transition Organizational Assessment Study**
2. Have the ability to review, to make and to monitor recommendations for the benefit of the department and county residents.

**Members of the Task Force
(Areas to be Addressed)**

Recruitment Sources for Members

Foster Care - Child Welfare Services

Humboldt State University
Foster Parent Association
County Welfare Directors Association Director

Mental Health

MHSA Advisory
Another Mental Health Director

Tribal Relations

Humboldt Tribe Representative

Organizational Structure/Development/Relations/
Hiring

Another County Director
HR Director

Fiscal Oversight

Humboldt County CAO Representative
Another County Fiscal Expert
California Department of Social Services Rep.

County Outcomes and Health Outcomes

Representative of *PHPC (Partnership Health Plan)*
Humboldt State/UC Berkeley
County Welfare Directors Association Director

External Relations (City and other Depts)

Community Correction Partnership (member)
Dept. Head- City/County

External Relations (Partners/Stakeholders)

McKinleyville Collaborative Representative
One Stop Representative

Schools

District Superintendent

Labor

Labor Representative

Business and Organization

The Blue Ribbon Task Force (BRTF) will receive reports on implementation progress and results, review and evaluate progress, provide input and guidance into implementing remaining recommendations and provide feedback about the effectiveness of implementation.

The structure of the BRTF will include:

- Quarterly meetings



- A chairperson chosen by the DHHS Director in consultation with the County Administrative Officer
- Meeting minutes
- Staff support by the Department of Health and Human Services
- Minutes distributed to members of the Board of Supervisors, the County Administrative Officer and the Director of Health and Human Services
- The intent of the BRTF is to focus on supporting the new HHS Director during the transition. If necessary, the BRTF and/or the HSS Director can form subcommittees to address any of the findings and recommendation in the Transition Organizational Assessment Study. These subcommittees, if formed should report progress and findings to the BRTF so all actions can be incorporated into the BRTF final report. Subcommittee members can include subject matter experts, clients, staff, community members, providers, stakeholders and others.
- BRTF Meetings will include:
 - Staff reports to provide the BRTF with an overview of what has been accomplished
 - Remaining tasks and activities, and information addressing the BRTF questions and concerns related to implementation.

With the commencement of the BRTF in March, 2016, the anticipated end date is 18 months or September 2017. Ultimately, the Board of Supervisors will determine the end date when they feel satisfied that the recommendations are sufficiently addressed.

A presentation to update the progress of the BRTF will be made jointly by the DHHS Director and the Chairperson of the BRTF to the Board of Supervisors at the end of the first 12 months. A written BRTF report to the HHS Director, County Administrative Officer and the Board of Supervisors outlining the findings and recommendations will be provided at the conclusion of the 18 months. The report will address:

- The status of the DHHS implementation of the recommendations of the Transition Organizational Assessment Study
- Progress addressing the issues identified in the Transition Organizational Assessment Study. It will include:
 - A synopsis of the recommendations
 - Baseline data
 - Efforts engaged in
 - Evaluation of success (data based on comparison to baseline)
 - Ongoing efforts with the intent to continually evaluate and improve. In addition, the “strengths” will be addressed and ways to continue to foster those strengths.

Finances

The Blue Ribbon Task Force will serve without compensation. Members may receive mileage reimbursement for travel expenses incurred to attend quarterly BRTF meetings.

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**RESOLUTION ESTABLISHING A BLUE RIBBON TASK FORCE FOR THE
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, on April 28, 2015, the Humboldt County Board of Supervisors awarded a contract to W. Brown Creative Partners to conduct a transition organizational assessment of the Department of Health and Human Services; and

WHEREAS, the W. Brown Creative Partners returned to the Board of Supervisors with their report on September 22, 2015, which included the recommendation to appoint members to a Blue Ribbon Task Force to review the approved recommendations and assist the Department of Health and Human Services Director with developing a work and implementation plan; and

WHEREAS, the Board of Supervisors is committed to exploring the recommendations with the possibility of implementing some or all of the recommendations; and

WHEREAS, the community we serve must have the utmost confidence in the administration of the Department of Health and Human Services; and

WHEREAS, the Board of Supervisors may appoint commissions or committees of citizens to study problems of general or special interest to the board and to make reports and recommendations to the board pursuant to Government Code §31000.1; and

WHEREAS, the Board of Supervisors desires to establish a Blue Ribbon Task Force to review recommendations contained in the transition organizational assessment study and assist the Department of Health and Human Services Director with developing a work and implementation plan. Once the recommendations of the organizational study have been adequately addressed or accomplished, the Blue Ribbon Task Force will be disbanded.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors shall establish a Blue Ribbon Task Force for the Department of Health and Human Services.

1. Task Force

The Humboldt County Blue Ribbon Task Force for the Department of Health and Human Services is hereby established.

2. Purpose

The purpose of the Blue Ribbon Task Force is to review the approved recommendations from the W. Brown Consulting Partners Transition Organizational Assessment Study and assist the Department of Health and Human Services Director with developing a work and implementation plan based on the recommendations contained in the report.

3. Duties

The duties of the Blue Ribbon Task Force members shall include:

- a. Becoming familiar with the W. Brown Creative Partners Transition Organizational Assessment Study presented to the Board of Supervisors on September 22, 2015.
- b. Becoming familiar with the Department of Health and Human Services through presentations from divisions within the department and outside stakeholders.
- c. Working with the Department of Health and Human Services Director to review and determine a plan to implement recommendations from the organizational assessment study.

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- d. Working with the Department of Health and Human Services Director to identify areas within the organizational assessment study in which the Department has no control or are not viable.
- e. Assisting the Department of Health and Human Services Director to prepare and present facts and recommendations to the Board of Supervisors.
- f. Providing an initial assessment of Department of Health and Human Services within twelve (12) months of the first meeting and continued assessments until the Board of Supervisors determines that the Blue Ribbon Task Force has completed its purpose.

4. Membership

Members shall be comprised of approximately ten (10) members which will have expertise in one or more of the recommended areas.

**Members of the Task Force
(Areas to be Addressed)**

Suggested Recruitment Sources for Members

Foster Care – Child Welfare Services

Humboldt State University
Foster Parent Association
County Welfare Directors Association Director

Mental Health

Mental Health Services Act Advisory
Another Mental Health Director

Tribal Relations

Humboldt Tribe Representative

Organizational Structure/Development/
Relations/Hiring

Another County Director
Human Resources Director

Fiscal Oversight

Humboldt County Administrative Officer
Representative
Another County Fiscal Expert
California Department of Social Services Rep.

County Outcomes and Health Outcomes

Representative of Partnership Health Plan
Humboldt State/U.C. Berkeley
County Welfare Directors Association Director

External Relations (City and other Depts.)

Community Correction Partnership (member)
Department Head - City/County

External Relations (Partners/Stakeholders)

McKinleyville Collaborative Representative
One Stop Representative

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Schools

District Superintendent

Labor

Labor Representative

Members are to be appointed by majority vote of the Board of Supervisors.

The task force shall be an advisory body only, and there shall be no right or obligation on the part of the County or the Department of Health and Human Services to implement the work and implementation plan of the task force without further Board action that specifically authorizes implementation.

5. Term of Office

The task force will be a short-term appointment until such time that the Board of Supervisors determines that the recommendations contained in the organizational assessment have been adequately address or accomplished and disbands the task force.

6. Officers and Their Duties

The Department of Health and Human Services Director, in consultation with the County Administrative Officer, shall select a Chair and a Vice Chair. The Chair shall preside at all meetings and shall provide the agenda for such meetings. The Vice Chair shall preside in the absence of the Chair and shall assist the Chair in the conduct of his/her office.

7. Meetings

The Blue Ribbon Task Force shall hold regular meetings at such time and place as shall be agreed upon by the committee and such other special meetings as shall be required from time to time. Special meetings shall be called by the Chair or, in his/her absence, by the Vice Chair. Special meetings shall be effective for the transaction of business only if notice has been given to each member at least forty-eight (48) hours in advance of the special meeting, and the notice shall contain the subject of the special meeting. No action taken at either regular or special meetings shall be valid unless approved by a majority of the members of the committee present and voting, and unless a quorum is present. A quorum shall consist of a majority of voting members of the committee.

A staff member designated by the Department of Health and Human Services Director shall serve as secretary to the committee and shall keep the minutes of all meetings, prepare correspondence under the direction of the Chair or Vice Chair, send notices of meetings, maintain membership lists, and maintain the files of the committee. This staff member shall not be a member of the committee and shall have no vote on any item to come before the committee.

The Department of Health and Human Services Director shall have in attendance health and human services subject matter experts to assist the Blue Ribbon Task Force and the director as necessary.

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8. Removal of Members for Failure to Attend Meetings

In the event that any member of the Blue Ribbon Task Force shall be absent himself/herself from two (2) consecutive regular meetings of the committee without showing good cause therefore to the Chair, at the third such consecutive regular meeting from which he/she is absent his/her place shall automatically become vacant. Such vacancy shall be reported to the Board of Supervisors, who shall appoint another member for the unexpired term of the member whose absence gave rise to the vacancy.

9. Open Meeting Requirement

Blue Ribbon Task Force meetings shall be open to the public and subject to the Ralph M. Brown Act (Government Code commencing with Section 54950). The Blue Ribbon Task Force shall carry out its functions in accordance with procedures established by the Board of Supervisors, or in the absence of such procedures, shall establish its own procedures consistent with State and local law and Robert's Rules of Order. The committee shall obtain input and advice from appropriate County staff in carrying out its duties.

10. Conflict of Interest Code

The Blue Ribbon Task Force shall comply with all applicable laws regarding conflict of interest, including the Political Reform Act (Government Code commencing with Section 81000) and the Humboldt County Conflict of Interest Code.

11. Effective Date

This Resolution shall take effect immediately upon adoption

Dated: August 9, 2016



MARK LOVELACE, Chair
Humboldt County Board of Supervisors

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

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


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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

**BLUE RIBBON TASK FORCE
FOR THE DEPARTMENT OF HEALTH & HUMAN SERVICES**

List of Potential Appointees for Board Consideration

<u>Foster Care – Child Welfare Services</u>	Melissa Norwood, Foster Parent Association
<u>Mental Health</u>	Tim Ash, Behavioral Health Board
<u>Tribal Relations</u>	Angela Sundberg, Trinidad Rancheria
<u>Organizational Structure/Development/ Relations/Hiring</u>	Dan Fulks, or designee, County Human Resources
<u>Fiscal Oversight</u>	Amy Nilsen, or designee, County Administrative Officer
<u>County Outcomes and Health Outcomes</u>	Connie Stewart, California Center for Rural Policy
<u>External Relations (City and other Depts.)</u>	Bill Damiano or designee, Department Head
<u>External Relations (Partners/Stakeholders)</u>	Cole Vanwey, Transition Age Youth Taffy Stockton, Humboldt Network of Family Resource Centers
<u>Schools</u>	Chris Hartley, Superintendent, Northern Humboldt Union High School District
<u>Labor</u>	Drew Redden, Business Agent, American Federation of State, County and Municipal Employees



CLERK OF THE BOARD DIVISION
OF THE BOARD OF SUPERVISORS' OFFICE

COUNTY OF HUMBOLDT

825 FIFTH STREET
EUREKA, CALIF. 95501-1153

PHONE (707) 476-2384; 445-7299 (FAX)

APPLICATION TO SERVE ON THE HUMBOLDT COUNTY BLUE RIBBON TASK FORCE FOR THE DEPARTMENT OF HEALTH & HUMAN SERVICES

APPLICANT NAME: _____

MAILING ADDRESS: _____

TELEPHONE: Home: _____ Work: _____ Mobile: _____

E-MAIL ADDRESS: _____

OCCUPATION: _____

ARE YOU A CURRENT EMPLOYEE OF, OR VOLUNTEER FOR THE COUNTY? YES / NO

IF YES, WHAT AGENCY OR DEPARTMENT? _____

Please indicate your area(s) of expertise and/or affiliation below:

- Foster Care/Child Welfare Services _____
- Mental Health _____
- Tribal Relations _____
- Organizational Structure/Development/Relations/Hiring (Human Resources) _____
- Fiscal Oversight _____
- Data / County Outcomes and Health Outcomes _____
- External Relations - City or other County Departments _____
- External Relations – Community Partners/Stakeholders _____
- Schools _____
- Labor _____

CONTINUED ON NEXT PAGE

WHY WOULD YOU LIKE TO VOLUNTEER FOR THE DHHS BLUE RIBBON TASK FORCE?

I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct

DATE: _____ SIGNATURE: _____

SUBMIT THIS APPLICATION:

By Mail to: HUMBOLDT COUNTY BLUE RIBBON TASK FORCE FOR DHHS, Clerk of the Board, 825 Fifth Street, Suite 111, Eureka, CA 95501-1153.

Or by email to: TDamico@co.humboldt.ca.us

DATE TO SUPERVISORS _____ DATE APPROVED _____ NOT APPROVED _____