



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C9

For the meeting of: December 12, 2017

Date: November 22, 2017

To: Board of Supervisors

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

Subject: Allocate four (4) Senior Mental Health Workers in Fund 1170, Budget Unit 424

RECOMMENDATION(S):

That the Board of Supervisors:

Approve the allocation of four (4) full time equivalent (FTE) Senior Mental Health Workers (job class 0919, salary range 349) positions in budget unit 424; effective immediately upon Board approval.

SOURCE OF FUNDING:

Mental Health Fund

DISCUSSION:

The Department of Health and Human Services has identified the need for additional Senior Mental Health Workers to provide services on Sempervirens (SV). There has been an increase in acuity of patients admitted to SV over the past years, increased incidences of staff and patient injury and audit compliance issues related to staffing, training and experience. The addition of four (4) full time Senior Mental Health Workers would help to ensure more staff with a higher level of experience and skill on each shift which will increase the ability to respond to crisis situations, engage in required therapeutic interventions and support the completion of related administrative tasks.

Prepared by Connie HagQuist, Staff Services Analyst - ES

CAO Approval *E. S. Hayes*

REVIEW:

Auditor *MBM*

County Counsel _____

Personnel *AD*

Risk Manager _____

Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Fennell, Bass, Bohn, Wilson*

- Nays
- Abstain
- Absent

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

Dated: *12/12/17*

By: *[Signature]*
Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

The allocation of four (4) FTE Senior Mental Health Worker positions is calculated to cost One Hundred Forty-Eight Thousand Four Hundred Five Dollars (\$148,405.00) for FY 2017-18. This expenditure will be reimbursed through Federal Financial Participation for service delivery to Medi-Cal beneficiaries, Mental Health Services Act and Behavioral Health Realignment. Salary savings from vacant positions will be sufficient to accommodate this expenditure within current FY 2017-18 budget appropriation for Salary and Employee Benefits in DHHS-Mental Health Administration budget unit 1170-424. Future year salary and benefit expenditures and offsetting revenues will be calculated in annual budget process.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

Human Resources Classification Review

CLASSIFICATION REVIEW REQUEST

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: DHHS - Mental Health Date: 9/13/2017

Division/Unit/Location of new position: Psychiatric Hospital - Sempervirens

Name of contact person: Kathy Dawkins

Position status (check one) Regular Grant Other

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated start date: ASAP Duration of grant: _____

FTE of new position: 4.0 Budget unit: 424

Name and title of person supervising this position: Kathy Dawkins, Director of Psychiatric Nursing

Name and title of anyone currently in your department performing the same or similar duties:

Geerdina "Diny" King, prev. Sr. Mental Health Worker

Please list the primary duties of this position on the reverse side.

PERSONNEL USE ONLY

RECOMMENDATION: Sr. Mental Health Worker DATE: 10/19/2017

NAME OF ANALYST: Kelly Barnes, Assistant HR Director

Personnel notes: Based upon the information provided and my discussion with Connie Haggulist and Cindy Hammers of DHHS Employee Services, Human Resources recommends the proposed positions are appropriately allocated as Senior mental health worker. You will need to prepare a report to the Board of Supervisors with the following specific recommendations. "That the Board of Supervisors approve the allocation of four (4) full-time (1.0 FTE) Senior Mental Health Worker positions (Salary range 349, class 919) in budget unit 424 effective _____? (either immediately, beginning of the bi-weekly pay period following approval or specific date).

Please include a copy of this form with your report to the Board.

List the primary duties of the proposed position: Provides patient care & monitoring in a psychiatric hospital; patient vitals; assists patients with needs that may arise; participates in managing assaultive behavior (MAB) of patients; interacts with treatment team regarding day-to-day patient care; records observations and finding in patient medical file; maintains confidentiality of patients; HIPAA compliant; this position is requires additional experience and knowledge beyond the Mental Health Worker I/II and may provide lead-worker oversight of MHW I/II

Indicate any required licenses: Must possess a valid California Driver's License; Some positions may require possession of a class "B" California Driver's License

Add any additional information, which might be useful for this review: Must pass a detailed background. Minimum of four years experience in a mental health setting.

Department head signature

CLIPBZ MAT

Date

9/18/17

PERSONNEL USE ONLY