



COUNTY OF HUMBOLDT

For the meeting of: 9/21/2021

File #: 21-1261

To: Board of Supervisors
From: DHHS: Administration
Agenda Section: Consent

SUBJECT:
Allocate 1.0 Full-Time Equivalent Program Manager Position

RECOMMENDATION(S):
That the Board of Supervisors:
1. Allocate one (1) full time equivalent (FTE) Program Manager (class 0934, salary range 505, Management & Confidential unit 08) in budget unit (BU) 516; effective beginning of pay period following approval.

SOURCE OF FUNDING:
Social Services, Public Health and Behavioral Health

DISCUSSION:
Over the years the Department of Health and Human Services (DHHS) has engaged in a variety of efforts to increase diversity and address racism throughout its branches (Child Welfare Services, Social Services, Public Health and Behavioral Health). Some areas of the agency are required by mandate to have diversity, equity and inclusion work built into their systems or plans. National discussion of racism following precipitating events (including the death of George Floyd) in the Summer of 2020 created a sense of urgency to prioritize the work of addressing systemic racism and inequity. A Racial Equity Steering Committee, comprised of members from all branches, worked on developing a draft strategic plan and recommendations to DHHS Executive Leadership.

DHHS directors agreed that dedicated staff time and committed efforts are needed to finalize and implement a robust plan that achieves performance-based outcomes and results. Using a list of proposed duties and the draft strategic plan a duty description for a program manager was developed. One of the first tasks of the manager will be to develop and manage a permanent Cultural and Racial Equity Team to facilitate equity efforts across DHHS. The program manager and team will be responsible for developing and implementing equity trainings; building and enhancing coaching capacity and providing coaching; education, data and information gathering; and responding to feedback to ensure implementation is consistent across DHHS. Additionally, the program manager will build on the existing cultural coach framework used currently in Child Welfare Services by enhancing

and developing a Coaching Program within DHHS at all branches.

Allocation of the program manager position will ensure that DHHS actively participates in the work of becoming an anti-racist organization. The program manager position will also be the liaison to the County's Human Resources Department to ensure that the work DHHS implements is consistent with the overall vision throughout the county.

The County's Human Resources Department has reviewed this request by DHHS Administration and is in support of this recommendation.

FINANCIAL IMPACT:

The total annual salaries and benefits cost for the Program Manager is \$124,342. As this position will support DHHS wide equity initiative the position will reside in fund 1160, budget unit 516 DHHS Administration. There are sufficient salary savings to support this additional position in fiscal year 2021-22. This position will be included in future budget proposals.

The DHHS Administration budget is supported by Social Services, Public Health and Behavioral Health, the addition of this position will be included with other DHHS Administrative charges and charged out to the branches based on a staffing percentage ratio.

DHHS-Public Health is currently seeking grant funds that will support department wide initiatives and activities regarding equity. If awarded, the grant would be used to support this position and continued efforts around Cultural and Racial Equity. There is no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service , investing in county employees and fostering transparent, accessible, welcoming and user-friendly services.

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to allocate a program manager position for racial equity. This would result in insufficient attention to and work to address institutional and systemic racism and is not recommended by staff.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

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