



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

**C-18**

For the meeting of: January 3, 2016

Date: December 2, 2016

To: Board of Supervisors

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

Subject: Disallocate a .20 full-time equivalent (FTE) Assistant County Physician, one (1.0 FTE) Supervising Public Health Nurse, one (1.0 FTE) Public Health Nurse and one (1.0 FTE) Registered Nurse from budget unit 416; disallocate one (1.0 FTE) Public Health Nutritionist from budget unit 460; Allocate one (1.0 FTE) Social Worker Supervisor I, two (2.0 FTE) Social Worker III and two (2.0 FTE) Social Worker I/II in budget unit 511

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Disallocate a .20 full-time equivalent (FTE) Assistant County Physician (salary \$65.42/hour, class 0547, position 01); one (1.0 FTE) Supervising Public Health Nurse (salary range 484, class 0514, position 06); one (1.0 FTE) Public Health Nurse (salary range 465, class 0528, position 28); and one (1.0 FTE) Registered Nurse (salary range 457, class 0556, position 01), all currently vacant in budget unit 416 effective the pay period immediately following Board approval;
2. Disallocate one (1.0 FTE) Public Health Nutritionist (salary range 426, class 1594, position 01) currently vacant in budget unit 460 effective the pay period immediately following Board approval; and
3. Allocate one (1.0 FTE) Social Worker Supervisor I (salary range 449, class 1708); two (2.0 FTE) Social Worker III (salary range 396, class 0727); and two (2.0 FTE) Social Worker I/II (salary range 355/380, class 0706) in budget unit 511 effective the pay period immediately following Board approval.

Prepared by Lara Zintsmaster, Administrative Analyst I

CAO Approval *Eishia Harg*

REVIEW:

Auditor *WBN*

County Counsel

Human Resources *WBN*

Risk Manager

Other

TYPE OF ITEM:

☒ Consent  
☐ Departmental  
☐ Public Hearing  
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. G-2

Meeting of: 6/4/02

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

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

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: Jan. 3, 2017

By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

#### SOURCE OF FUNDING:

Social Services and Public Health Funds

#### DISCUSSION:

Department of Health and Human Services (DHHS) Adult Services is comprised of In-Home Supportive Services (IHSS) and Adult Protective Services (APS). IHSS is a program directed by California Department of Social Services that provides aid by matching qualified care providers up with blind, aged, and otherwise-disabled individuals who are unable to otherwise protect themselves, and/or remain safely in their own home. APS provides protective services to elders (65 and older) and dependent adults (18-64) who are unable to protect their own interests or to care for themselves. The State of California provides direction and law on how counties are to meet this goal.

In 2002 the DHHS Administration concluded that the IHSS and APS programs would benefit from having Public Health Nurses (PHN) as part of IHSS/APS staff to address clients who may have medical needs that would benefit from nursing expertise. Changes in state program guidelines in IHSS/APS, as well as an increase in client base due to an increased aging population, have prompted reconsideration of the 14-year-old model embedding PHNs into the case-carrying structure of those programs. A more client-centered and fiscally efficient model would be to provide Public Health Nursing expertise via a consultation model on an as-needed basis.

It has been determined by program staff that Social Worker positions would be more appropriate, cost-effective and efficient way to handle the caseload needs for the IHSS/APS programs. The existing PHNs working in IHSS would be available on a consultation basis for the IHSS/APS program, working with clients who the Social Workers have identified as needing medical assessments by PHN staff, as opposed to being assigned clients regardless of medical necessity. This will reduce the caseload of PHN staff, allowing for more frequent contact with clients which would in turn allow DHHS – Public Health to claim these individuals on Medi-Cal Administrative Activities/Targeted Case Management (MAA/TCM) claims going forward. In fiscal year (FY) 2016-17, oversight responsibilities for the IHSS/APS program moved to DHHS – Mental Health from DHHS – Social Services, though fiscal responsibility remains under DHHS – Social Services. Merit System Services (MSS) has reviewed the plan and is in agreement with the classifications as requested by DHHS. The proposed recommendations before the Board today will disallocate five (5) currently vacant Public Health positions within DHHS – Public Health and allocate five (5) Social Worker positions under DHHS – Social Services to support the IHSS program.

#### FINANCIAL IMPACT:

The PHN positions currently duty assigned to IHSS/APS programs will be transitioned to Public Health Field Nursing where they will be available for consultation and home visits to IHSS/APS clients. This will allow the PHN's to perform TCM for the clients who have medical needs and are in need of more frequent contact. The services performed by the PHN's will be included in Public Health's TCM claim plan for FY 2016-17. These costs will be incorporated into the county budget in future years. The positions that Public Health has identified to disallocate in recommendation number one and two will have no impact to Fund 1175 as these positions were not anticipated to be filled in FY 2016-17. Approval of these position changes will not impact the general fund.

The annual salary and benefits associated with the request to increase one (1.00 FTE) Social Worker Supervisor I (salary range 449, job class 0714,) at step 1A is \$85,986; two (2.0 FTE) Social Worker III (job class 0727, salary range 396) at step 1A is \$145,423 and two (2.0 FTE) Social Worker I/II (job class 0727, salary range 355/380) at step 1A is \$110,218/\$127,556 respectively. The overall estimated increase for the remaining 6 months of the 2016-17 fiscal year is \$170,814/\$179,483. There are sufficient salary savings in fund 1160, budget unit 511 for the five new positions in FY 2016-17. These costs will be incorporated into

the county budget in FY 2017-18 estimated at \$341,627/\$358,966 and incorporated in future years. Funding for these positions are a combination of federal, state and realignment dollars. Approval of these position changes will not impact the 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 may decide not to approve the proposed disallocation of Public Health staff and allocation of Social Services staff. However, it is not recommended as Social Worker positions will be more effective in caseload compliance than Public Health positions.

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 additional IHSS positions in response to the Quality Improvement Action Plan initiated by the California Department of Social Services (CDSS) to meet workload needs.

***IHSS POSITIONS***

Social Worker Supervisor I (1)

- Plans, assigns, directs, mentors, coaches and reviews the work of SW I/II and SW III staff.
- Selects, trains, evaluates, and disciplines subordinate staff.

Social Worker III (2)

- IHSS case assignments including, IHSS intake assessment, complex case management, case planning, safety planning, and linkages to community supports.

Social Worker I/II (2)

- IHSS case assignments including, IHSS ongoing assessment, case planning, safety planning, and linkages to community supports.

Based on the duties that have been identified and the program needs, these positions 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 Fuls, Director, Humboldt County Department of Human Resources