



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C9

For the meeting of: April 17, 2018

Date: April 3, 2018  
To: Board of Supervisors  
From: Connie Beck, Director *CB*  
Department of Health and Human Services  
Subject: Allocate one (1) 1.0 full-time equivalent (FTE) Executive Secretary position

### RECOMMENDATION(S):

That the Board of Supervisors:

Approve the allocation of one (1) 1.0 FTE Executive Secretary (class 0167, salary range 382) in budget unit (BU) 424 effective immediately upon approval.

### SOURCE OF FUNDING:

Mental Health Fund

### DISCUSSION:

The Department of Health and Human Services (DHHS), Mental Health Branch is reorganizing the structure of the administrative team as part of our ongoing efforts to support staff in critical care positions. DHHS feels that the addition of the executive secretary position to the Medical Director would provide

Prepared by Connie HagQuist

CAO Approval *E. C. Maclellan*

REVIEW:

Auditor *MSH*

County Counsel

Human Resources *KLB*

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 *Bass* Seconded by Supervisor *Fennell*

Ayes *Bass, Fennell, Sundberg, Bohn*  
Nays  
Abstain  
Absent *Wilson*

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

Dated: *4/17/18*

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

needed support to carry out regulatory and patient care requirements. This position will be the lead, and liaison with contractors, on credentialing and re-credentialing medical staff, a requirement for providing all hospital and medication related services. This position will have direct supervision of other support staff, responsibility for on-boarding and training of other staff, policy and procedure development and implementation and management of contracts and budgets. Under direction of the Medical Director, this position will work with doctors and other medical staff on scheduling, managing on-call structure, audit compliance and other regulation and quality driven meetings and protocols. This position will support the Mental Health Director as needed.

Human Resources reviewed the classification request and agrees with the recommended allocation of Executive Secretary.

FINANCIAL IMPACT:

The annual salary and benefit cost of the 1.0 FTE Executive Secretary is \$88,626. An increase cost of \$13,635 for the remainder of Fiscal Year (FY) 2017-18 will be offset by salary savings due to vacant positions in DHHS-Mental Health Administration budget unit 1170-424. The FY 2018-19 budget will be developed to include this ongoing expense utilizing Realignment and federal Medicaid as a funding source.

Approving this agreement will support the Board's Strategic Framework by providing and maintaining infrastructure and by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS:

None