



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 20-279      **Version:** 1      **Name:**  
**Type:** Informational Report      **Status:** Passed  
**File created:** 2/26/2020      **In control:** DHHS: Administrative  
**On agenda:** 3/17/2020      **Final action:** 3/17/2020  
**Title:** Allocate One Full Time Equivalent (FTE) Program Coordinator Position  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Staff Report, 2. Classification Review Request Memo

| Date      | Ver. | Action By            | Action   | Result |
|-----------|------|----------------------|----------|--------|
| 3/17/2020 | 1    | Board of Supervisors | approved | Pass   |

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

**SUBJECT:**  
Allocate One Full Time Equivalent (FTE) Program Coordinator Position

**RECOMMENDATION(S):**  
That the Board of Supervisors:  
1. Approve the allocation of one FTE Program Coordinator (salary range 424, class 1425) position in budget unit (BU) 426 effective the pay period following Board approval.

**SOURCE OF FUNDING:**  
Social Services

**DISCUSSION:**  
DHHS has applied for and been approved for continued funding for CalWORKs Housing Support Program (HSP). This funding supports the hiring of a Program Coordinator position.

This Program Coordinator will work extensively with private landlords to receive access to and link individuals and families to available rental properties. Many DHHS customers have rental or credit histories that might deter landlords from renting to them, and others simply have limited resources to contact multiple landlords for available rentals. Having a Program Coordinator build relationships with the landlords and serve as a single point of contact increases landlord receptivity to renting to DHHS clients, as does extensive internal organization and communication designed to address problems at the

earliest opportunity and prevent problems with landlords including evictions. The Program Coordinator will work with DHHS staff including social workers to ensure clients are “rental ready” and have necessary documents such as photo identification and income verification as well as complete and accurate rental applications.

DHHS currently has a Program Coordinator effectively working with private landlords to obtain and retain housing for chronically homeless clients including persons experiencing serious mental illness. The new Housing Navigation Program Coordinator will model efforts on currently successful practices. Additionally, the Housing Navigation Program Coordinator will work with any other DHHS Housing Navigators and program staff to prioritize their housing efforts based on need and circumstances.

FINANCIAL IMPACT:

This position will be funded through the CalWORKs Housing Support Program funding received from the State Department of Social Services. The amount received will be increasing in fiscal year (FY) 2020-21 to \$926,944. This will fund the salary and benefit cost for 1.0 FTE Program Coordinator Step 1A salary range 424, class 1425 at \$79,933.55 for FY 2020-21. The funding received in FY 2019-20 has a sufficient amount remaining to support the position for the estimated remaining six pay periods of FY 2019-20 at a cost of \$18,446.20. There is no anticipated impact to the county General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework by protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the allocation. However, this is not recommended as it will have a negative impact on the Department of Health and Human Services’ ability to meet the needs of our most vulnerable population.

ATTACHMENTS:

Human Resources Classification Review Memo

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

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