**File #:** 20-0080, **Version:** 1

Health and Human Services Agency recommending the Board adopt and authorize the Chair to sign Resolution **012-2020** to:
1) Delete one filled full time equivalent (1.0 FTE) Assistant Director of Health Services allocation; and
2) Authorize the Human Resources Department to initiate and process a reduction in force.

**FUNDING:** 50% Federal; 20% Realignment; 30% MHSA.
**DISCUSSION / BACKGROUND:**
Health and Human Services Agency in collaboration with Human Resources, is recommending the Board adopt the attached Personnel Allocation Resolution, deleting one filled full time equivalent (1.0 FTE) Assistant Director of Health Services, thereby initiating a Reduction in Force for that position.

In accordance with Welfare and Institutions Code (WIC) Section 5607, each local mental health services program shall be administered by a local director of mental health services, to be appointed by the governing body. The duties and powers of the Mental Health Director include but are not limited to: serving as the chief executive officer of the community mental health service responsible to the governing body through administrative channels designated by the governing body; (2) exercise general supervision over mental health services; (3) recommend to the governing body, after consultation with the advisory board, the provision of services, establishment of facilities, contracting for services or facilities, and other matters necessary or desirable in accomplishing the purposes identified in the WIC 5600 et seq.; (4) submit an annual report to the governing body reporting all activities of the program, including financial accounting of expenditures and a forecast of anticipated needs for the ensuing year; (5) carry on studies appropriate for the discharge of his/her duties, including the control and prevention of mental disorders; and (6) possess authority to enter into negotiations for contracts or agreements for the purpose of providing mental health services in the County [WIC Section 5608].

On September 17, 2019, the Board of Supervisors adopted Resolution 154-2019, adding one FTE Director of Mental Health to the Health and Human Services Agency (HHSA) personnel allocation. There is currently an active recruitment in process for any applicants who meet the minimum qualifications as defined in the Job Classification Number 1251.

In accordance with WIC Section 5607, the Director of Mental Health is a legislatively required position. HHSA has determined that the most effective structure to ensure compliance with established standards is for the Director of Mental Health to serve as the Division Head and primary administrator for the Behavioral Health Division. The minimum qualifications, duties, and responsibilities of the Mental Health Director are specific and extensive; in addition to which they are also inclusive of the duties defined for the current HHSA Assistant Director of Health Services, which creates functional and fiscal redundancy. To eliminate unnecessary redundancy for the duties and responsibilities of both positions, and to remain fiscally responsible, HHSA is requesting the Board delete one filled 1.0 FTE Assistant Director Health Services and authorize Human Resources to initiate a Reduction in Force.

This Reduction in Force will follow County Personnel Rules and the respective Resolution.

**ALTERNATIVES:**
Should the Board decline to approve this recommendation, the HHSA personnel allocation would include both a Mental Health Director and an Assistant Director of Health Services with redundant duties and responsibilities, and would require additional funding to support both allocations.

**PRIOR BOARD ACTION:**
September 17, 2019, File ID 19-1235, Agenda item 19.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**
Human Resources and the Chief Administrative Office.

**CAO RECOMMENDATION:**
It is recommended that the Board approve this item.

**FINANCIAL IMPACT:**
Total budgeted cost for this allocation is $237,638, from federal, Realignment and MHSA funding. Elimination of this position will offset the cost of the new Mental Health Director position, resulting in a net increase of $8,567.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**
Clerk of the Board to obtain signature of Chair on the attached Personnel Allocation Resolution and submit one (1) signed Personnel Allocation to Katie Lee in Human Resources.

**STRATEGIC PLAN COMPONENT:**
Good Governance: “Achieving the best possible process for making & implementing decisions; characterized by honesty, integrity, accountability transparency, irresponsibleness, equitability, including, effectiveness, efficiency and following the rule of law.”

**CONTACT**
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