



## Legislation Text

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**File #:** 21-1725, **Version:** 1

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Health and Human Services Agency recommending the Board adopt and authorize the Chair to sign Resolution **164-2021** to:

- 1) Approve the addition of one (1.0) Full Time Equivalent (FTE) Office Assistant I/II - Limited Term allocation; and
- 2) Approve the addition of one (1.0) FTE Program Assistant - Limited Term allocation in the Health and Human Services Agency.

**FUNDING:** 100% American Rescue Plan Act (ARPA) Low-Income Home Energy Assistance Program.

### **DISCUSSION / BACKGROUND**

On June 22, 2021, the Board of Supervisors approved the Fiscal Year (FY) 2021-22 Personnel Allocation Resolution #064-2021, thereafter amended September 28, 2021 by Resolution 123-2021 which reflects HHSA's personnel allocations for FY 2021-22.

The El Dorado County Low-Income Home Energy Assistance Program (LIHEAP) will be receiving additional funds through the California Department of Community Services and Development (CSD) by way of the American Rescue Plan Act (ARPA) in the amount of \$2.6 million, with a contract and funding for the period of August 2021 through March 2023. The increased funding will be used to provide energy assistance to additional households in El Dorado and Alpine County. In order to conduct the needed outreach and to implement this expanded assistance, intake and education to the community, as well as in order to expend the funding, the LIHEAP program is requesting to hire two additional limited-term positions.

Due to anticipated increase in workload resulting from this additional funding, the Health and Human Services Agency (HHSA) is requesting to add an Office Assistant I/II and a Program Assistant, both of which will be limited term. The limited-term allocations will correlate with the end of the new ARPA LIHEAP funding in March 2023, unless additional funding is received in the meantime. If no additional funding is received to continue these positions, HHSA would return to the Board with a new request to remove the two limited-term allocations once the funding has expired. These two additional positions are needed for the duration of the ARPA LIHEAP contract period in order to implement the program and effectively serve individuals and families. It is anticipated, with the additional ARPA LIHEAP funding, that there will be an increase in phone calls, email inquiries and/or client visits to LIHEAP offices of individuals interested in utility assistance. The Office Assistant and Program Assistant limited-term allocations will ensure this additional funding is appropriately deployed in the community to help these individuals and families.

Working directly with the Human Resources Department, HHSA has developed the attached Personnel Allocation Resolution which was approved by County Counsel on October 28, 2021.

### **ALTERNATIVES**

The Board could decline to adopt and authorize the Chair to sign the Resolution, thereby retaining

the current allocations. This would leave the program unable to expand services and engagement with eligible residents through this funding.

**PRIOR BOARD ACTION**

June 7, 2021, File ID: 21-0922; Agenda No. 1 “CAO Budget Hearing”

June 22, 2021, File ID: 21-0994; Agenda No. 4 “Personnel Allocation”

September 28, 2021, File ID: 21-1519; Agenda No. 2 “CAO Budget Adoption”

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Human Resources

**CAO RECOMMENDATION**

Approve a recommended.

**FINANCIAL IMPACT**

There is no Net County Cost associated with the addition of these two positions. Both limited term positions will be fully funded with the ARPA LIHEAP funding through March 2023.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

1) Obtain signature of Chair on attached Resolution ###-2021.

2) Provide one (1) certified Resolution to HHSA-Contracts at 3057 Briw Rd and one (1) certified Resolution to Heather Andersen in Human Resources at 330 Fair Lane.

**STRATEGIC PLAN COMPONENT**

N/A

**CONTACT**

Don Semon, Director, Health and Human Services Agency