

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Health Services Agency mt

BOARD AGENDA # *B-4

Urgent

Routine

AGENDA DATE January 31, 2012

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Restore Funding to One Administrative Clerk III Position and Unfund One Vacant Administrative Clerk II Position in the Health Services Agency

STAFF RECOMMENDATIONS:

1. Authorize the Health Services Agency to restore funding to one Administrative Clerk III position and unfund one vacant Administrative Clerk II position.
2. Amend the Salary and Position allocation Resolution to reflect the recommended changes in the Staffing Impact section of this report, effective with the start of the first pay period beginning after January 31, 2012.

FISCAL IMPACT:

The Health Services Agency Fiscal Year 2011-2012 budget includes full funding for a vacant Administrative Clerk II position. The recommended adjustment in staffing would result in an annual estimated increase in costs of \$5,000 annually. If approved, the restored Administrative Clerk III position would be filled at the mid-point of this fiscal year, resulting in overall budget savings. The Department anticipates fully funding this position in future budgets. There is no impact to the General Fund.

BOARD ACTION AS FOLLOWS:

No. 2012-041

On motion of Supervisor Withdraw, Seconded by Supervisor De Martini
and approved by the following vote,

Ayes: Supervisors: Chiesa, Withdraw, Monteith, De Martini, and Chairman O'Brien

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

DISCUSSION:

The requested Administrative Clerk III position will support Public Health's California Children's Services (CCS) which is a mandated program. The enabling statute is Health and Safety Code, 123800. Welfare and Institutions Code and the California Code of Regulations (Title 22, Section 51013) mandates that the CCS program act as an "agent of Medi-Cal" for Medi-Cal beneficiaries with CCS eligible conditions. The legislative intent is that the CCS program will provide necessary medical services for children with CCS eligible conditions whose parents cannot pay for those services either wholly or in part. These services include determining financial and medical eligibility and medical case management.

The existing vacant Administrative Clerk II position supports the California Children's Services (CCS) Public Health Nurse; with both working as a team to provide case management services for CCS clients. There are currently six CCS teams; five of the teams have Administrative Clerk III positions. These teams are structured to provide the most efficient and best utilization of skills essential to the mandated services. The Administrative Clerk duties include determining residential and financial eligibility for new and established CCS clients, referring CCS clients to Medi-Cal or Healthy Families when their financial status requires such action, meeting with CCS families/clients for interview process related to on-going financial and residential eligibility and following up with requested information from CCS clients/families when needed to complete CCS eligibility process. These duties are appropriate to the Administrative Clerk III level. Originally all six support positions were classified at the Administrative Clerk III level; however, the vacant Administrative Clerk II position was inadvertently reclassified downward in May, 2010. The requested action will once again align the support staffing on all six CCS teams.

POLICY ISSUE:

Approval of this item supports the Board of Supervisors' priority of A Healthy Community though the provision of health care and case management services for children in Stanislaus County.

STAFFING IMPACT:

It is recommended that one Administrative Clerk III position (#6447) be restored and one Administrative Clerk II position (#12026) be unfunded, in support of the Agency's CCS program needs. It is recommended that these staffing adjustments become effective the start of the first pay period beginning after January 31, 2012.

DEPARTMENT CONTACT:

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