

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 3/28/02
Department Name: Children & Families Commission
Department No.: 990
Agenda Date: 4/9/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Naomi Schwartz, Chair Children and Families Commission

STAFF CONTACT: Pat Wheatley, Executive Director, Children and Families Commission
884-8085

SUBJECT: Revision of Support Staff

Recommendation(s):

That the Board of Supervisors: Adopt the attached personnel resolutions, effective April 15, 2002 to delete one half-time (.5 FTE) Office Assistant II position (Range 412, monthly \$1,894 - \$2,312) and add one fulltime (1.0 FTE) Departmental Assistant position (Range 506, monthly \$3,026 - \$3,695) to provide support for the development and implementation of the School Readiness Program and supervise the claiming process of contract management the Children and Families Commission.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization and Goal No. 7. A Community that Fosters the Well-being of Families and Children.

Executive Summary and Discussion: On November 6, 2001, your Board approved a personnel resolution adding one half-time Office Assistant II position to help implement the new School Readiness Program. Since that time, staff has had the opportunity to re-evaluate the support needs of the Children and Families Commission office. What was identified was the need to reassign workload to allow for staff to increase their presence in the field. In order to allow this and maintain a high degree of contract management, it was felt a higher level of position would be required. This position would still support the implementation and development of the School Readiness Program as well as supervise the claiming process of contract management of the Children and Families Commission.

The Children and Families Commission approved the addition of a .50 FTE at its December 17, 2001 meeting.

Mandates and Service Levels: Funding of the Children and Families Commission must be directed to the comprehensive needs of children between the ages of 0-5. There will be mandates required by the State Children and Families Commission for regular reporting of outcomes from Proposition 10 Initiative funding to the State Children and Families Commission, County Commission, allied departments and organizations.

Fiscal and Facilities Impacts: The additional cost of the higher level of position and the increase of the position from .50 to fulltime will have no impact upon the General Fund. Funds from the School Readiness Initiative have already been established in the Children and Families Commission and can absorb the increase of the .50 position supporting that program, as well as budgeted funds within the Children and Families Commission. The increase cost for the remainder of FY 01-02 is \$8,657; however the savings incurred by this position being vacant since November will absorb this. The ongoing cost for FY 02-03 will be \$36,990.

Concurrence: Personnel