

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: 3/23/06
Department Name: First 5 Children and Families
Department No.: 990
Agenda Date: 04/11/06
Placement: Administrative
Estimate Time: 5 minutes
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Rita Madden, Chair of the First 5 Children and Families Commission

STAFF Pat Wheatley, Executive Director, Children & Families Commission of Santa Barbara County

CONTACT: 884-8085

SUBJECT: Additional support staff for the Children & Families Commission of Santa Barbara County

Recommendation(s):

That the Board of Supervisors:

1. Adopt the attached personnel resolution, effective April 10, 2006 to add one (1.0 FTE) Program Specialist (Range 5746, monthly \$4261-\$5202) to develop, implement, coordinate and monitor First 5 Contracts and develop an annual technical assistance plan for contracted providers and others. And add one (1.0 FTE) Administrative Secretary (Range 4826, monthly \$2693-3288). The Administrative Secretary will provide clerical support to the Program Manager and the Preschool For All Coordinator

Alignment with Board Strategic Plan:

The recommendation to retain staff for the Children and Families Commission is aligned with the Board's strategic plan goals No. 3-A strong, professionally managed County organization and No. 7-a community that fosters the well-being of families and children.

Executive Summary and Discussion: The Commission operation has grown significantly in complexity over the last three years and new opportunities have emerged to further enhance the impact of First 5 in expanding the system of care for young children and their families in our county. Recognizing the increased demands on the organization and acknowledging the role of staff in implementing the goals of our new Strategic Plan, the First 5 Children & Families Commission of Santa Barbara County has authorized the

expenditures for two additional staff positions, Technical Assistance Program Specialist and Administrative Secretary.

The primary function of the Technical Assistance Program Specialist is to develop and implement an annual plan and budget for Technical Assistance directed to contracted providers and others in the community who provide services to young children and those who care for them. Additionally, they will monitor contracts for compliance and maximize service integration and coordination and work actively in the community to represent First 5 goals to the community at large. The primary function of the Administrative Secretary will be to provide clerical support to the Program Manager and the Preschool for All Coordinator

Mandates and Service Levels:

Funding of First 5 Santa Barbara 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 addition of this position will have no impact upon the General Fund. First 5 Santa Barbara County has allocated the full cost of this position from Proposition 10 funds regularly received by this County.

Special Instructions:

Send one copy of the minute order adding a Technical Assistance Program Specialist position and an Administrative Secretary position and one signed copy of the adopted Resolutions to the Human Resources Department and First 5 Santa Barbara County.

Concurrence:

Human Resources
Auditor-Controller

Attachment:

1-Personnel Resolution to Add Position Allocations