

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: 12/21/05
Department Name: Alcohol, Drug & Mental Health
Department No.: 043
Agenda Date: 01/03/06
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: James L. Broderick, Ph.D., Director
Alcohol, Drug & Mental Health Services

STAFF CONTACT: Carrie Topliffe, ADMHS Assistant Director - Administration
805.681.5231

SUBJECT: Extend the Temporary Increase of Special Duty Allowance for the Psychiatric Nurse Supervisor in the Psychiatric Health Facility

Recommendation(s):

That the Board of Supervisors:

1. Adopt the attached Personnel Resolution, effective January 16, 2006 to authorize a 10% Special Duty allowance for the employee in the single-position in the classification of Psychiatric Nurse Supervisor.
2. Adopt the attached Personnel Resolution effective July 3, 2006 to delete a 10% Special Duty allowance for the employee in the single-position in the classification of Psychiatric Nurse Supervisor.

Alignment with Board Strategic Plan:

The recommendation is aligned with Goals No. 2 and 3: A Safe and Healthy Community in Which to Live, Work and Visit, and providing A Strong, Professionally Managed County Organization.

Executive Summary and Discussion:

This Board action will provide a temporary Special Duty Allowance to the Psychiatric Nurse Supervisor to cover management responsibilities during the transition of the Division Manager of Acute Care/Forensics to a retirement status. This allowance will recognize the employee's assigned management responsibilities and allow for a well-organized transfer of responsibility.

The Alcohol Drug and Mental Health Department anticipates that since the recruitment for the position is still in process, the extensions of these temporary allowances will be necessary through June 30, 2006.

Outcomes

The Special Duty Allowances for the Psychiatric Nurse Supervisor in the Psychiatric Health Facility will help ADMHS meet **Recurring Performance Measure 0219**, to provide effective mental health services to 4,200 seriously mentally ill people.

Mandates and Service Levels:

Mental Health Services are mandated by the Welfare and Institutions Code, Section 5600. As a hospital responsible for the care of 16 acute patients daily, the PHF is subject to stringent regulatory controls. A clear authority structure is an absolute requirement. It is imperative that there is a highly trained, knowledgeable manager in place during the transition period attending the retirement of the incumbent manager.

Among the agencies who perform either unannounced or scheduled operational audits of the PHF are the federal Center for Medicaid and Medicare Services (CMS), the State Department of Mental Health (DMH), and the State Department of Health Services. Decertification by one of these agencies would result in the facility becoming ineligible for Medicare and MediCal reimbursement for services (currently budgeted at \$1,309,000 annually).

Fiscal and Facilities Impacts:

The Psychiatric Nurse Supervisor salary currently is \$3,968.00 per pay period. An increase in Special Duty Allowance by 10% increases this amount to \$4,365.00 which is a difference of \$396.00 per pay period. This temporary assignment will extend for twelve pay periods and will terminate on June 30, 2006. The increase of approximately \$4,752.00 will be absorbed through the Fiscal Year 05-06 budget of the ADMHS Department.

Special Instructions:

Clerk of the Board, please provide one copy of the signed approved Resolution to:

Alcohol, Drug & Mental Health Services
ATTN: Lyndi Swanson, Human Resources Manager
300 N. San Antonio Road
Santa Barbara, CA 93110

Human Resources Department
ATTN: Susan Kean
Human Resources Specialist
1226 Anacapa Street
Santa Barbara, CA 93101

Concurrence:

County Administrator and County Human Resources.