

# 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:** 03/25/2005  
**Department Name:** Alcohol, Drug & Mental Health  
**Department No.:** 043  
**Agenda Date:** 04/05/2005  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**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:** Temporarily Increase Special Duty Allowance for the Psychiatric Nurse Supervisor and the Psychiatric Nurse II in the Psychiatric Health Facility

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## **Recommendation(s):**

That the Board of Supervisors:

1. Adopt the attached Personnel Resolution effective March 14, 2005 to authorize a Special Duty allowance of 10% for the employee in the single-position in the classification of Psychiatric Nurse Supervisor.
2. Adopt the attached Personnel Resolution effective March 28, 2005 to authorize a Special Duty allowance of 10% for one position allocated to the classification of Psychiatric Nurse II.

## **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.

This Board action will also provide a temporary Special Duty Allowance to the Psychiatric Nurse II to cover Psychiatric Nurse Supervisor responsibilities during this transition. This allowance will recognize the employee's assigned supervisory responsibilities and allow for a well-organized transfer of responsibility.

The Alcohol Drug and Mental Health Department anticipates that these temporary allowances will be necessary through October 9, 2005. We will return to the Board on or before October 9, 2005 to delete the allowances.

### **Outcomes**

The Special Duty Allowances for the Psychiatric Nurse Supervisor and Psychiatric Nurse II 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 \$1,624,550 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 last for fifteen pay periods and will terminate on October 9, 2005. The increase of approximately \$5,953.00 will be absorbed through Fiscal Year 04-05 and through Fiscal Year 05-06 budget of the ADMHS Department.

The Psychiatric Nurse II salary currently is \$3,275.00 per pay period. An increase in Special Duty Allowance by 10% increases this amount to \$3,603.00 which is a difference of \$327.00 per pay period. This temporary assignment will last for fourteen pay periods and will terminate on October 9, 2005. The increase of approximately \$4,585.00 will be absorbed through Fiscal Year 04-05 and through 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.

**RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

IN THE MATTER OF AMENDING RESOLUTION )  
NO. 04-190, AS AMENDED, BEING THE SALARY )  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )

RESOLUTION NO. \_\_\_\_\_

WHEREAS, Salary Resolution No. 04-190 established a Classification Plan, and authorized Departmental Position Allocation effective July 5, 2004; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 04-190, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 04-190, adopted by this Board on July 6, 2004, is hereby amended by amending that (those) portion(s) of Section(s) 6 read as follows effective March 14, 2005:

**SECTION 6. SPECIALIZED DUTIES**

ALLOWANCES – The following allowances shall be paid only upon the written certification by the Department Head to the Human Resources Director of the names of the eligible employees.

- b. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of ten percent (10%) of the basic salary assigned to the classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

<u>Department</u>	<u>Classification Title</u>	<u>Maximum No. of Employees Authorized</u>
Alcohol, Drug & Mental Health Services	Psychiatric Nurse Supervisor	1

2. Except as amended by this Resolution, Resolution No. 04-190 as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 2005, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL  
NOVEMBER 1993  
4/5/05

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk

**RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

IN THE MATTER OF AMENDING RESOLUTION )  
NO. 04-190, AS AMENDED, BEING THE SALARY )  
RESOLUTION OF THE COUNTY OF SANTA BARBARA )

RESOLUTION NO. \_\_\_\_\_

WHEREAS, Salary Resolution No. 04-190 established a Classification Plan, and authorized Departmental Position Allocation effective July 5, 2004; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 04-190, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 04-190, adopted by this Board on July 6, 2004, is hereby amended by amending that (those) portion(s) of Section(s) 6 read as follows effective March 28, 2005:

**SECTION 6. SPECIALIZED DUTIES**

ALLOWANCES – The following allowances shall be paid only upon the written certification by the Department Head to the Human Resources Director of the names of the eligible employees.

- b. Employees who are regularly assigned specialized duties, as authorized by the Department Head, shall be paid an additional allowance of ten percent (10%) of the basic salary assigned to the classification. The number of employees assigned to such specialized duties shall not at any time exceed the number authorized herein:

Department  
Alcohol, Drug & Mental  
Health Services

Classification Title  
Psychiatric Nurse II

Maximum No.  
of Employees  
Authorized  
1

- 2. Except as amended by this Resolution, Resolution No. 04-190 as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 2005, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL  
NOVEMBER 1993  
4/5/05

By: \_\_\_\_\_ (SEAL)  
Deputy Clerk