



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

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

Department Name: ADMHS
Department No.: 043
For Agenda Of: June 19, 2007
Placement: Administrative
Estimated Tme:
Continued Item:
If Yes, date from:
Vote Required:

TO: Select_Board(s)
FROM: Select_From Alcohol Drug and Mental Health Services Department
Douglas C. Barton, Interim Director of ADMHS
Contact Info: Marianne Garrity, Assistant Director - Administration
SUBJECT: Special Duty Allowance for ADMHS Division Manager and ADMHS Program Manager

County Counsel Concurrence

As to form: No

Other Concurrence: N/A

As to form: No

Recommended Actions:

That the Board of Supervisors adopts the following resolutions:

a) Authorize Special Duty Allowance of 5% for one FTE employee in the classification of ADMHS Program Manager I/II effective June 18, 2007.

b) Authorize Special Duty Allowance of 10% for one FTE employee in the classification of ADMHS Division Manager effective June 18, 2007.

Summary Text:

Recommended Action a) will provide a Special Duty Allowance to one ADMHS Program Manager I/II who has been assigned additional, significant responsibilities associated with the phased implementation of Mental Health Services Act (MHSA) programs. The MHSA effort has evolved from the planning stages for the first phase which implemented nine programs to providing management and oversight to these same nine programs. In addition, there will be continued planning on the next four phases of implementation in Capital Improvement, Information Technology, Training, Early Prevention and Housing. The ADMHS Director will return to the Board to delete the allowance should these additional responsibilities get restructured.

Recommended Action b) will provide a Special Duty Allowance to one ADMHS Division Chief who has been assigned to manage two significant divisions, Children's and Adult which have been collapsed

into one. If the divisions are reestablished in the future, the ADMHS Director will return to the Board to delete the allowance.

Background:

The ADMHS Interim Director, Douglas C. Barton, has been asked by the County Executive Officer to complete an evaluation of the Department and to make recommendations for organizational improvements. Two main areas have been identified for immediate improvement. One is the management oversight of the MHSA Programs. The requirements to administer the program have continued to grow. The complexity of the issues and the unique demands of the clients served have required additional oversight. As stated above, the MHSA effort has evolved from the planning stages to the management and oversight of nine new programs. There will be continued planning on the next four phases of implementation in Capital Improvement, Information Technology, Training, Early Prevention and Housing. Toward these efforts, the MHSA Program Manager I/II is assuming additional responsibilities associated with the implementation and effective management of the MHSA programs. The expansion of the responsibilities ensures progress toward meeting the requirements of the program, serving the clients needs and responding effectively to the mental health community. Additionally, the reorganization reassigns a Division Chief to provide intensive, focused oversight and management of the MHSA Housing Development component. This includes hiring and managing the Housing Coordinator position and implementing and managing the Ten Year Homeless Program Initiative.

The second area identified for immediate improvement is standardization for the model of care and level of care efforts. The change recommended will provide for more focused oversight and responsibility in this area. The reorganization establishes one Division Chief with administrative responsibility for both the Children and Adult programs, two of the largest divisions in the system. All of the above changes will allow efficiency and standardization toward the successful effort of implementation of these programs.

Performance Measure: These changes allow efficiency in implementation and standardization of MHSA programs and the model of care and level of care efforts within the entire Department.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

General Fund				
State - MHSA	\$	421.00	\$	5,940.00
Federal - Medi-Cal	\$	515.00	\$	7,034.00
Fees				
Other: EPSDT	\$	515.00	\$	7,034.00
Total	\$	1,451.00	\$	20,008.00 \$ -

Narrative:

The recommended 5% Special Duty Pay for the ADMHS Program Manager I/II is \$421.00 for FY0607 and \$5,940 for FY0708.

The recommended 10% Special Duty Pay for the ADMHS Division Manager is \$1,030.00 for FY0607 and \$14,068 for FY0708.

The total estimated cost for the recommended actions is an annualized amount of \$20,008. Alcohol Drug and Mental Health will absorb the costs of the increase within the current and projected budget allocation.

Staffing Impacts:

Legal Positions:

0

FTEs:

0

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

Concurrences: County Executive Office and Human Resources.

Authored by: Lyndi Swanson, Human Resources Manager – Departmental, Alcohol, Drug and Mental Health Services, 681-4011.