

**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: 10/22/05
Department Name: First 5 Children and Families
Department No.: 990
Agenda Date: 11/8/05
Placement: Administrative
Estimate Time: 5 mins
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

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

STAFF Pat Wheatley, Executive Director, First 5 Santa Barbara County Children & Families Commission

CONTACT: 884-8085

SUBJECT: Additional support staff for First 5 Santa Barbara County

Recommendation(s):

That the Board of Supervisors:

1. Adopt the attached personnel resolution, effective 11/07/05 to add one (1.0 FTE) Departmental Assistant, Sr. (Range 5446, monthly \$3669 -\$4479) to provide support for the development and implementation of program specific special projects

Alignment with Board Strategic Plan:

The recommendation to retain staff for First 5 Santa Barbara County 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: First 5 Santa Barbara County has been awarded a 3-year grant through the Low Income Investment Fund (LIIF) to develop a "Constructing Connections" project for Santa Barbara County with the goal of streamlining the child care facilities development process. The Low Income Investment Fund is a non-profit Community Development Financial Institution dedicated to creating pathways of opportunity for low income people and communities by investing capital and providing technical assistance. The grant budget includes .5 FTE salary for a Departmental Assistant, Sr. position. The remaining .5 FTE will be paid through First 5 funds currently allocated to the Office of Early Care and

Education in the 05-06 budget, and will be directed toward additional program support for the Office. This is a new position for First 5 and will be located in Santa Barbara.

The primary function of the Departmental Assistant, Sr. is to take a lead role, under the supervision of the Early Care and Education Coordinator, in the development and implementation of the Constructing Connections project. The position will serve as a liaison to the project, and staff support to a county-wide partnership, as well as providing general program assistance to the Office of Early Care and Education. The incumbent will be responsible for interactions with the public, supporting the county-wide partnership and committees, gathering and organizing data and research, preparing reports, maintaining records and documents, attending meetings on behalf of the Office, preparing and distributing meeting notices, agendas, and minutes and assisting Coordinator on special projects as assigned.

Mandates and Service Levels:

There will be regular reporting of outcomes and products to LIIF, the First 5 Santa Barbara County Commission, allied departments, and community organizations.

Fiscal and Facilities Impacts:

The addition of this position will have no impact upon the General Fund. Grant funds have been allocated to cover half the cost of this position, with the other half coming from First 5 Santa Barbara County funds from Proposition 10 funds regularly received by this County.

Special Instructions:

Send one copy of the Minute Order and Resolution-to Sandra Viola in the Human Resources Department and First 5 Santa Barbara County.

Concurrence:

Human Resources
Auditor-Controller

Attachment:

1-Personnel Resolution to Add Position Allocation