



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: May 24, 2016

Subject: ADD six (6) Clerk – Experienced Level positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21861 to add six (6) Clerk – Experienced level (JWXB) positions at salary plan and grade level 3RH - 0750 (\$2,794 - \$3,466) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$357,115, including approximate pension costs of \$126,776 included. Costs will be 100% funded by Mental Health Realignment Act funds.

BACKGROUND:

The Health Services Department is requesting to add six permanent full-time Clerk – Experienced Level positions assigned to the Behavioral Health Division for the West County Adult, East County Adult and Central County Adult Mental Health Clinics.

The primary responsibility will include billing of Medi-Cal for reimbursement, scheduling

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/24/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 24, 2016

David Twa, County Administrator and Clerk
of the Board of Supervisors

Contact: Melissa Carofanello -
melissa.carofanello@hsd.cccounty.us - 925-957-5248

By: Chris Heck, Deputy

cc:

of clinician appointments, and checking and signing in of patients upon arrival. These positions will help prevent Medi-Cal reimbursement

BACKGROUND: (CONT'D)

disallowances, timely appointments for patients, and other critical elements of security needed in the Mental Health Clinics. These positions are vital in meeting the State Medi-Cal mandated time frames to process authorization requests and to meet compliance requirements in assisting consumers who are seen at our Adult Mental Health Clinics. These positions provide essential functionality on the clinic level which makes these positions operationally necessary to continue the mandated functions of the Health Services Department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Behavioral Health Division's Adult Mental Health Clinics will not be able to meet the mandated deadlines and would be out of compliance for State Medi-Cal.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 No. 21861 HSD