



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: May 23, 2017

Subject: Add Positions to Employment and Human Services Department, Community Services Bureau

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22076 to add one (1) full time Assistant Director-Project (9MD3) (unrepresented) position at salary plan and grade C85 1633 (\$5,833 - \$7,090), two (2) full time Comprehensive Services Assistant Manager-Project (9MS7) (unrepresented) positions at salary plan and grade C85 1208 (\$3,829 - \$4,655), one (1) full time Accountant I (SAWA) (represented) position at salary plan and grade ZB5 1332 (\$4,328-\$5,261), and four (4) full time Clerk Experienced Level (JWXB) (represented) positions at salary plan and grade 3RH 0750 (\$2,905 - \$3,605) in the Employment and Human Services Department, Community Services Bureau.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$693,508, of which \$134,026 represents annual pension costs. The cost of these positions will be funded through an Early Head Start Grant awarded to Community Services Bureau. This action has no impact to County General Fund. The Department of Health and Human Services Administration for Children and Families Notice of Award dated 3/20/2017 is attached.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/23/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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 23, 2017

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

Contact: Reni Radeva (925) 681-6321;
rradeva@ehsd.cccounty.us

By: Rolanda Hartfield, Deputy

cc: Reni Radeva

BACKGROUND:

The grant is to provide services to 190 infants and toddlers county wide. Community Services Bureau (CSB) will serve these children through a partnership with community based child care agencies throughout the County. The Assistant Director-Project and the Comprehensive Services Assistant Managers-Project will be responsible to administer the grant, provide comprehensive services to the enrolled families, monitor and provide training and technical assistance to the partnership agencies, ensure compliance with the Head Start/Early Head Start Regulations and with the conditions of the grant. Clerks will ensure that critical data is captured and reports are generated on families and specific areas of the program as needed. An Accountant I will be responsible to ensure financial accountability and fiscal reporting to the Health and Human Services Administration for Children and Families.

The grant is for the period March 1, 2017 through August 31, 2021. It is expected that his grant award will become part of CSB's base grant.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to obtain Board approval will not allow Community Services Bureau to fulfill its grant obligations and provide services needed in the community. This may result in refunding of the grant and the Bureau will be required to return the Award to the Department of Health and Human Services Administration for Children and Families.

CHILDREN'S IMPACT STATEMENT:

Community Services Bureau supports all five outcomes established by the Children's Report Card: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; (3) Families that are Economically Self Sufficient; (4) Families that are Safe, Stable and Nurturing;) Communities that are Safe and Provide a High Quality of Life for Children and Families The requested action will better support all five outcomes.

ATTACHMENTS

Grant Award

P300 No. 22076 EHSD CSB