



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: April 25, 2017

Subject: Add one permanent full-time Housing Services Coordinator in the Health Services Department

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 22063 to add one permanent full-time Housing Services Coordinator (VQHL) at salary level ZA5-1699 (\$6,225 - \$7,566) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, there is an annual cost of approximately \$148,209, which includes an estimated pension cost of \$32,234. The cost will be offset 100% with budgeted Third Party funding.

BACKGROUND:

The Health Services Department is requesting to add a Housing Services Coordinator for its Health, Housing & Homeless Services Division. A full time Housing Services Coordinator is needed to oversee Contra Costa County's new homeless Coordinated Entry (CE) system of care. Coordinated Entry (CE) program is required by the Department of Housing and Urban Development. This program will stream line access to housing and services while

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **04/25/2017** ☒ 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: April 25, 2017

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

Contact: Melissa Carofanello -
925-957-5248

By: Rolanda Hartfield, Deputy

cc:

addressing barriers enabling the right resources to get to the right people at the right time.
100% of the funding for this

BACKGROUND: (CONT'D)

position comes from Housing and Urban Development (HUD) Coordinated Entry Program Grant. The Department has determined a full time Housing Services Coordinator would be the most appropriate classification to fulfill the needs of this program.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health, Housing & Homeless Services Division of the Health Services Department will not have adequate staffing to meet the demand and volume of client care for those we serve. In addition Health, Housing & Homeless Services Division will be out of compliance with the Department of Housing and Urban Development.

ATTACHMENTS

P300 No. 22063 HSD