



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services  
Date: October 24, 2017

Subject: Add One Substance Abuse Lead Counselor Position in the Health Services Department

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**RECOMMENDATION(S):**

Adopt Position Adjustment Resolution No. 22175 to add one Substance Abuse Lead Counselor (VHTC) position at salary plan and grade level TC5-1503 (\$5,280 - \$6,418) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, there will be an annual cost of approximately \$128,162 with pension costs of \$27,344 already included. The cost will be funded 100% by the Drug Medi-Cal Waiver.

**BACKGROUND:**

The Health Services Department is requesting to add one Substance Abuse Lead Counselor position in Behavioral Health Division's Access Line Unit. In July 2017, Behavioral Health added four substance abuse counselors assigned to our Access Line Unit in anticipation of the Drug Medi-Cal Waiver implementation. In addition to the increase of counselors assigned to the Access Line Unit, the complexity and variety of tasks and procedures changed rapidly as the unit became the entry point for all alcohol and other drugs treatment

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☐ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **10/24/2017** ☒ 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: October 24, 2017

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

Contact: Melissa Carofanello,  
925-957-5248

By: June McHuen, Deputy

cc:

services. A lead counselor position is needed to provide training, coaching and orientation to new staff; assist in the coordination of program activities to ensure effective service delivery; oversee the daily operation of activities, and assist management with the development of new procedures to support the most recent organizational change. The department has determined the appropriate classification to fulfill this need is a Substance Abuse Lead Counselor.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Behavioral Health Division's Access Line Unit will not be able to adequately train and lead the substance abuse counselors assigned to Access Line which is monitored by the California Department of Health Care Services.

ATTACHMENTS

P300 No. 22175 HSD