



Contra
Costa
County

To: Board of Supervisors
From: Robin Lipetzky, Public Defender
Date: September 18, 2018

Subject: Add one ASA III - Project and cancel one Administrative Analyst - Project

RECOMMENDATION(S):

ADOPT Position Adjustment No. 22339 to add one (1) Administrative Services Assistant III-Project (APT1) (represented) full time (40/40) position at salary plan and grade Z25 1631 (\$6,174 - \$7,504) and cancel one (1) Administrative Analyst-Project (APW1) (represented) position #17326 at salary plan and grade Z25 1277 (\$4,348 - \$5,285) in the Public Defender's Office.

FISCAL IMPACT:

Estimated total annual County Cost is \$114,840; total this fiscal year is \$86,130. Funding sources for these project positions will include AB 109, private foundations and grants (no additional General Funds requested).

BACKGROUND:

Stand Together Contra Costa, an interdisciplinary, multi-sector rapid response network, provides legal services, and community education to support safety and justice for immigrant families in Contra Costa County. Grounded in community-based leadership development, capacity building and community empowerment, Stand Together Contra Costa is a public-private partnership hosted and managed by Contra Costa County's Public

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/18/2018** ☒ 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

ABSENT: 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: September 18, 2018

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

By: June McHuen, Deputy

Contact: Joanne Sanchez-Rosa,
(925) 335-8065

Defender's Office. This unique structure, in stewardship with a multi- stakeholder Management Team and Steering Committee, ensures a level of expertise, capacity, and transparency that has fostered both excellence and accountability.

BACKGROUND: (CONT'D)

Since its launch in March 2018, Stand Together Contra Costa has successfully provided vital services and resources to immigrant communities in Contra Costa County in direct response to turbulent and often unpredictable times. To build on this initial success and continue to improve operations, consultants Mahvash Hassan and Hang Tran (henceforth, the consultants) conducted a review of Stand Together Contra Costa's operations, procedures, and protocols. Based on our research, this report includes key findings on what's working well and operational challenges and recommends operational adjustments for the 2018-2019 fiscal year. (attached)

The recommendation that should address the operational challenges identified is to add an Administrative Services Assistant III - Project position in the Public Defender's Office to coordinate across the Community Response and Legal Services Units, host agency, lead agency and partner agencies. Some of the functions including: budget management for the project, facilitating steering committee meetings and managing communications are already being performed by staff in the Public Defender's office. Placing this position in the Public Defender's office will address concerns about unexpected and uncompensated management staff time at each partner agency, streamline communications across the different components and relieve the burden on the project coordinator allowing that role to focus on community outreach which was identified as an area for improvement. Placing this position in the Public Defender's office demonstrates the county's commitment to support immigrant community members and will allow the overburdened partner agencies to focus on the community outreach and legal services pledged by the Stand Together Contra Costa team.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the project could not proceed with the key recommendations of the operational review and will not allow the project to continue to build on its original success and improve its operations.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 22239 AIR 34760 BOARD DATE 9.18.2018