



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 30, 2021

Subject: Cancel one Mental Health Clinical Supervisor-Project (0.5 FTE), Add one Intermediate Clerk-Project (1.0 FTE) in Community Services Bureau, EHSD

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25696 to add one (1) Intermediate Clerk-Project (99J3) (represented) position at Salary Plan and Grade QH5 0946 (\$3,458 - \$4,203) and cancel one (1) Community Services Mental Health Clinical Supervisor-Project (CJH3) (unrepresented) (0.50 FTE) position number 12925 at Salary Plan and Grade C85 1541 (\$6,052 - \$7,356) in the Community Services Bureau, Employment and Human Services Department.

**FISCAL IMPACT:**

Upon approval, this action will increase salary and benefit costs by \$10,686 annually which will be funded 100% by Federal Head Start revenues. This action will not result in additional net County cost.

**BACKGROUND:**

Community Services Bureau (CSB) has outsourced its Mental Health Services, thus we are requesting to cancel the vacant Community Services Mental Health Clinical Supervisor-Project, position #12925 (0.50 FTE), and to add an Intermediate Clerk-Project, full time position, for the Partner Unit. Over the last two years, directly operated programs

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/30/2021** ☒ 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: March 30, 2021

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Eva Gaipa (925) 608  
- 5024

have closed or reduced services due to staffing shortages and facility issues causing the Partner Unit to continue to see a

### BACKGROUND: (CONT'D)

steady increase in Early Head Start, Head Start, and State Funded slots. Due to this increase, services require heavy clerical data entry. Intermediate Clerks in the Partner Unit carry out tasks to meet Head Start Program Performance Standard, including a range of services as outlined in HSPPS 1302.20; these services include facilitating medical and dental services and follow up, nutritional assessments and follow up, mental health services and follow up, resource and referral, family development activities and training, and family meetings. In addition, this clerical position is critical to processing attendance from partners to ensure they are paid on time, hence the urgency to hire to cover all the required clerical duties and entries regarding the provision of health, oral health, nutrition, mental health, disabilities and family and community partnership services.

### CONSEQUENCE OF NEGATIVE ACTION:

If these personnel actions are not approved, the Partner Unit will be stretched to the limit and children and families will not get the services and resources they need to achieve positive outcomes in their lives. Compliance with the many federal regulations will be jeopardized, putting the agency at risk of losing funding. In addition, partner agencies will not have the support of a comprehensive services clerk, which is CSB's commitment in our contracts with our childcare partners.

### ATTACHMENTS

P300 25696

Fiscal-Budget Calculations