



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 2, 2021

Subject: Cancel One Community Services Mental Health Clinical Supervisor-Project Position and Add One Comprehensive Services Assistant Manager Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25695 canceling one (1) Community Services Mental Health Clinical Supervisor-Project (CJH3) (1.0 FTE) position #12927 (unrepresented) and add one (1) Comprehensive Services Assistant Manager-Project (9MS7) (unrepresented) in the Community Services Bureau - Employment and Human Services Department.

FISCAL IMPACT:

Upon approval, this action will decrease salary and benefit costs by \$42,077 annually. This position is funded by 100% Federal revenue. This action will not result in additional net County cost for EHSD.

BACKGROUND:

Community Services Bureau (CSB) has outsourced its Mental Health Services, thus they are requesting to cancel the Community Services Mental Health Clinical Supervisor-Project (CJH3), (1.0 FTE), position #12927 and add a Comprehensive Services Assistant Manager (CSAM) full-time position for the Community Action Program. The CSAM position duties include, maintaining a social media presence for the program, performing extensive

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/02/2021** ☒ 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 2, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Eva Gaipa,
925.608.5024

cc: Eva Gaipa

record-keeping and reporting to multiple sources, minute taking, creation of agendas and posting according to the Better Governance Ordinance, overseeing the Student Intern Program (hiring, training, monitoring progress, separating/graduating participants), event planning, and outreach for Economic Opportunity Council vacant positions.

CONSEQUENCE OF NEGATIVE ACTION:

The Community Action Program is currently under staffed and at risk of potential non-compliance and losing CSBG funding. If this position is not filled, essential tasks may not be timely completed such as monitoring subcontractor expenditures on multiple contracts, recruitment and onboarding of representatives on the Economic Opportunity Council, and adequate community organizing to conduct required public hearings. This position is key to adhering to county policies around the Brown Act, the Better Governance Ordinance, and reporting to the Internal Operations Committee and a failure to fill it will compromise the bureau's ability to comply.

ATTACHMENTS

Fiscal-Budget calculation

P300