



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: April 20, 2021

Subject: Add Four Licensed Vocational Nurses Position and Cancel Two Part-Time Registered Nurses Position in the Health Services Department

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 25722 to add four (4) full-time Licensed Vocational Nurses (VT7G) in salary plan and grade TAX 1287 (\$4,692.46 - \$5,992.46) and cancel two (2) vacant part-time Registered Nurse (VWXG) positions #10349 (28/40) and #16335 (24/40) in salary plan and grade L32 1880 (\$10,398.09 - \$12,058.59) in the Health Services Department. (Represented)

FISCAL IMPACT:

The cost of adding four (4) Licensed Vocational Nurses will be partially offset by the cancellation of two (2) vacant part-time RN positions. This action will incur an approximate annual salary and benefit cost of \$165,125, which includes \$64,035 in pension cost. (100% CCHP Enterprise Fund II)

BACKGROUND:

Four full-time Licensed Vocational Nurse positions are needed in the Advice Unit to meet the Contra Costa Health Plan's (CCHP) accreditation call-answer standards by taking the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/20/2021** ☒ 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: April 20, 2021

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

Contact: Mary Jane De
Jesus-Saepharn, 925-957-5240

By: June McHuen, Deputy

responsibility of handling non-clinical calls. With the newly added Licensed Vocational Nurses taking on this responsibility, the Advice Nurses will experience a decrease in call volume of non-medical calls and inquiries and will be able to focus on providing medical/clinical advisement to plan members. The LVN positions will also assist

BACKGROUND: (CONT'D)

in member follow-up activities, lab calls, and other responsibilities within the scope of their job description.

The Authorization/Utilization Management Division currently has two part-time Registered Nurse positions that are not needed operationally. The first part-time Registered Nurse position (28/40) has been vacant since July 2018. The second Registered Nurse position (24/40) has been vacant since July 2017. As of now the Authorization/Utilization Management Division currently has 15 permanent and filled Registered Nurse positions. After administrative review of the operational impact of the current staffing levels of the Authorization/Utilization Management Division, CCHP determined that they operate effectively with current staffing levels and the two vacant part-time Registered Nurse vacancies are not operationally needed.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, CCHP's Authorization/Utilization Management Division will not have the appropriate staffing levels in place to effectively and consistently meet accreditation standards.

ATTACHMENTS

P300 No. 25722 HSD