



**Contra
Costa
County**

To: Board of Supervisors

From: Anna Roth, Health Services

Date: August 3, 2021

Subject: Add Two Accountant I and Two Accountant III Positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25783 to add two (2) Accountant I (SAWA) positions at salary plan and grade ZB5-1332 (\$5,067 - \$6,158) and two (2) Accountant III (SATA) positions at salary plan and grade ZB5-1576 (\$6,451 - \$7,841) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this will result in an annual cost of approximately \$582,514, with \$225,899 in pension costs already included. (100% premium offset)

BACKGROUND:

The Finance division of the Health Services department is requesting to add four full-time Accountant positions to support the CCHP unit in meeting new State imposed mandates and reporting requirements. Effective January 2022, the State will be requiring Health Plans to submit a new Quarterly Financial Report to the Department of Health Care Services (DHCS) state oversight agency. The format is similar to the current Rate Development Template (RDT) that the Health Plan submits annually. Based on the time required to prepare the annual RDT, it is estimated that the new Quarterly Financial Reporting will take

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **08/03/2021** ☒ 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: August 3, 2021

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

By: June McHuen, Deputy

Contact: Lauren Ludwig,
925-957-5269

five-six weeks each quarter to assimilate information,

BACKGROUND: (CONT'D)

provide required detail analysis to the state, and allow for management review and questions. Due to the increased workload this will cause, there is a need for new staff who will be dedicated to this function.

Additionally, a new state mandate requires Health Plans to report information related to Plan Members who have Other Health Care Coverage (OHC). Health Plans must also account for refunds due from providers for medical claim overpayments. This information is needed for both the RDT and the new Quarterly Financial Reporting. The employee who was previously responsible for the RDT rate setting process was recently promoted to manage the CCHP Finance unit; the resulting workload that was left behind is too large for current staff to absorb. Additional staff are necessary to maintain operations and meet all reporting requirements in a timely manner.

Similarly, the promotion of the new manager has caused a need for someone to take over the responsibilities for setting premium rates, monitoring Pharmacy costs, etc., for the Community Health Plan. This plan includes commercial coverage for County employees and retirees, and the State-sponsored coverage available to in-home supportive service providers in Contra Costa County. To comply with increased state and federal reporting obligations for this Commercial Line of Business, new staff is needed to backfill the manager's previous role, which will allow her to manage the unit and focus on the reviewing the RDT and the quarterly financial reporting that will now be assigned to other staff.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the CCHP finance unit will have insufficient staffing to comply with new mandates and reporting requirements that have been implemented by the State.

ATTACHMENTS

P300 No. 25783 HSD