



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: September 14, 2021

Subject: Add and Cancel positions in the Health, Housing and Homeless Division within Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25801 to cancel vacant Public Health Program Specialist I - Project (VBS2) Position #17872 at salary plan and grade Z15-1602 (\$6,619-\$8,046) and vacant Account Clerk – Advanced Level (JD TD) Position #17873 at salary plan and grade 3RX-1133 (\$4,150-\$5,299); and add one permanent full-time Administrative Services Assistant II (APVA) position at salary plan and grade ZB5-1475 (\$5,837-\$7,095) and one permanent full-time Clerk - Experienced Level (JWXB) position at salary plan and grade 3RH-0750 (\$3,401-\$4,220), one permanent full-time Planner and Evaluator - Level A (VCXC) position at salary plan and grade ZB2-1099 (\$4,144-\$6,002) in the Health Services Department. (All represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost increase of approximately \$90,381 with pension costs of \$35,050 already included. The increased cost is 100% funded by California's Homeless Housing Assistance and Prevention program.

BACKGROUND:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/14/2021** ☒ 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: September 14, 2021

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

By: June McHuen, Deputy

Contact: Lauren Jimenez, (925)
957-5262

cc:

The Health, Housing, and Homeless Services (H3) division of the Health Services Department has been successful in its efforts to bring more than \$30M in funding available through the US Department of Housing and Urban Development and the State of California to address homelessness in Contra Costa

BACKGROUND: (CONT'D)

over the past two years. Recently, Governor Newsom approved \$12B in funding to address homelessness throughout the State. The Division must build its administrative capacity to meet the community planning, contracting, compliance, reporting, and performance outcome requirements of current and future allocation of funds. The Administrative Services Assistant II position will be responsible for the contracting, compliance and reporting requirements; the Planner and Evaluator - Level A position will support the program evaluation and homeless system improvement efforts and the Clerk - Experienced Level position will provide clerical support. To offset the costs, the department is cancelling the vacant Public Health Program Specialist I-Project and Account Clerk-Advanced Level positions as they no longer meet the operational needs of the division.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, there will not be adequate staffing to implement and manage administrative requirements of program funding in the Health, Housing and Homeless Services Division (H3) which may negatively impact its ability to receive future grants and fulfill its contractual obligations and reporting requirements of any federal and/or state funds.

CHILDREN'S IMPACT STATEMENT:

There were 550 households with minor children served in our homeless crisis response system in 2020, 11% were parenting youth, and 6% were unaccompanied transition age youth. The federal and state funds that the Health, Housing, and Homeless Services (H3) division receives are directed towards the continuum of housing and service programs in our community that serve homeless adults, youth, and children. It is imperative we are able to meet the requirements of funding to sustain such housing and services that are critical to the health of children.

ATTACHMENTS

P300 No. 25801 HSD