



HEALTH SERVICES AGENCY  
ADMINISTRATION

# COUNTY OF SANTA CRUZ

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## HEALTH SERVICES AGENCY

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AGENDA: May 25, 1999

May 10, 1999

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

RE: Report Back and Recommendations Regarding Personnel Changes  
Related to Integration of Mental Health and Substance Abuse Administrations

Dear Board Members:

This letter is a report back and update regarding organizational changes within the Health Services Agency (HSA) in the area of mental health and substance abuse services.

### **Background:**

In June, 1998 as part of the last day of HSA budget hearings, your Board accepted a report on the integration of Substance Abuse services into the Community Mental Health division. This Health Services Agency reorganization had several important goals including expanded services to clients, increased administrative efficiencies and better coordination of care for CalWORKS clients and clients with both mental health and substance abuse problems, and increased support for service providers.

HSA retained William M. Mercer, Inc. to advise on different organizational models of integrating behavioral health (i.e., mental health and substance abuse) programs. HSA staff also worked with the community, providers, program staff, and advisory boards eliciting advice and consultation regarding organizational plans. On January 26, 1999 your Board received a report which described an



2

organizational plan, keeping the mental health and substance abuse divisions separate while merging the administrative functions of both divisions. This plan also recommended further study by the County Personnel department and the Health Services Agency of several job functions and position changes created by the merger.

### **Personnel Changes:**

Two changes in position allocations are recommended at this time based on merged administrative functions. County Personnel and HSA have reviewed a vacant Sr. Departmental Administrative Analyst position and concluded that a more appropriate classification would be Substance Abuse Program Manager. This position will supervise clinical staff in CalWORKS, Drug Court, and the Jail Discharge Planning Program as well as be responsible for program management of clinical services delivered by contract provider agencies. The position will also develop the new substance abuse treatment services for youth recently approved by your Board. HSA is recommending that a Sr. Departmental Administrative Analyst position be deleted and Substance Abuse Program Manager position be added to the Substance Abuse program. On today's agenda is a letter and resolution from the Personnel Director establishing the Substance Abuse Program Manager classification

The second position change recommended is the addition of a 1 .0 FTE Senior Data Clerk and deletion of a vacant 1 .0 FTE Typist Clerk Mental Health. This change is proposed to shift clerical resources to support data requirements to meet state reporting requirements, as well as requirements of a number of substance abuse grants. These changes have minimal fiscal impact. Funding for these positions is included in HSA's requested budget for FY 1999-2000. No new County funds are needed nor requested.

### **Recommendations:**

It is, therefore, RECOMMENDED that your Board:

1. Accept and file this report and update on the HSA re-organization of mental health and substance abuse administrative services;
2. Pending approval of the Personnel action item on today's agenda, authorize the addition of 2.0 FTE positions with HSA in the following classifications, and the deletion of 2.0 FTE positions in the following classifications and direct the Personnel Department to take related actions

Addition:

- a) 1.0 FTE Substance Abuse Program Manager
- b) 1 .0 FTE Senior Case Data Clerk

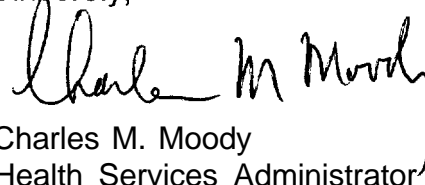


3

Deletion:

- a) 1 .0 FTE Typist Clerk Mental Health,
- b) 1 .0 FTE Senior Departmental Administrative Analyst.

Sincerely,



Charles M. Moody  
Health Services Administrator

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RECOMMENDED



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Susan Mauriello  
County Administrative Officer

cc: County Administrative Officer  
Auditor Controller  
County Counsel  
HSA Administration  
Community Mental Health Administration  
Substance Abuse Administrator  
HSA Personnel  
Central Personnel  
SEIU

33