Health & Human Services Agency
COUNTY OF TULARE
AGENDA ITEM

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One

PETE VANDER POEL
District Two

PHILLIP A. COX
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: June 11, 2013

Public Hearing Required	Yes ☐	N/A ☒
Scheduled Public Hearing w/Clerk	Yes ☐	N/A ☒
Published Notice Required	Yes ☐	N/A ☒
Advertised Published Notice	Yes ☐	N/A ☒
Meet & Confer Required	Yes ☒	N/A ☐
Electronic file(s) has been sent	Yes ☒	N/A ☐
Budget Transfer (Aud 308) attached	Yes ☐	N/A ☒
Personnel Resolution attached	Yes ☒	N/A ☐
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes ☒	N/A ☐

CONTACT PERSON: Tim Lutz PHONE: 624-8000

SUBJECT: Approval of personnel changes in the Health and Human Services Agency's Area Agency on Aging Program.

REQUEST(S):

That the Board of Supervisors:

1. Approve a revised organizational structure and authorize the Human Resources and Development Department to process the attached Personnel Resolution containing adjustments to the HHSA Aging Services personnel allocation effective June 28, 2013. The adjustments include the deletion of 1 Aging Services Program Assistant, 6 Program Aide II (Part Time), 1 Program Aide II, 1 Attorney, Aging Services, 1 Social Services Worker II, 3 Vacant Positions (1 Social Services Worker II, 1 Senior Services Specialist, 1 Program Aide II); and 1 Senior Nutrition Services Supervisor effective July 26, 2013;

2. Authorize the Human Resources and Development Department to initiate the County's layoff process; meet and confer with the affected unions and where possible provide alternate employment within the County service; and

3. Authorize the CAO and Auditor's Office to make adjustments in the budget for FY 2013/14, to be included with final adoption of the County budget in September 2013.

SUMMARY:

The Kings/Tulare Area Agency on Aging (K/T AAA) Governing Board, at its regular meeting on May 20, 2013, approved the contracting of senior services programs to Community Services Employment Training (CSET). Senior services programs are

currently being delivered under a direct service model by K/T AAA staff under contract with the County. As a result of the awarded contract, there is a need to reduce the number of staff. Board action on this request will result in the deletion of 8.6 FTE, filled positions.

The Senior Nutrition Services Supervisor is being deleted at a later date in order to help with the transition of nutrition services.

FISCAL IMPACT/FINANCING:

Personnel costs are budgeted in the K/T AAA special fund. There will be no net County cost associated with this action.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Organizational Performance Initiative to provide for the stability of County operations through periods of economic fluctuations and changing priorities and service demands. Contracting senior services programs supports this initiative by seeking innovative ways to meet the needs of the growing senior population.

ADMINISTRATIVE SIGN-OFF:

Cheryl L. Duerksen, Ph.D.
Agency Director

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) Personnel Resolution

BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF Approval of personnel changes in the Health and Human Services Agency's Area Agency on Aging Program.	)))	**Resolution No.** _____ **Agreement No.** _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____ _____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JEAN M. ROUSSEAU
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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2. Authorized the Human Resources and Development Department to initiate the County's layoff process; meet and confer with the affected unions and where possible provide alternate employment within the County service; and

3. Authorized the CAO and Auditor's Office to make adjustments in the budget for FY 2013/14, to be included with final adoption of the County budget in September 2013.

BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF AMENDING THE)
POSITION ALLOCATION LISTING)

RESOLUTION NO.
AGENDA ITEM NO.

Upon Motion of Supervisor , Seconded by Supervisor , the following amendments to the Position Allocation Listing were adopted at an official meeting of the Board of Supervisors held June 11, 2013, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: Jean M. Rousseau
County Administrator/Clerk Board of Supervisors

By:_____
Deputy Clerk

The Board of Supervisors does hereby amend the Position Allocation Listing to delete the following positions:

Item No.	Class Title	Number of Positions	FTE	Grade	Pos. No.	WC Code	Dept ID	Supv ID
Health and Human Services - Agency 142								
Effective: June 28, 2013								
Org # 4052								
Delete:								
036420	Program Aide II	6	.6	144	4016	8810	142420	
					8916	8810	142425	
					8917			
					0098	8810	142422	
					9037	8810	142451	
					0094	8810	142432	
036420	Program Aide II	2	2	144	9239	8810	142401	
					9449	8810	142445	
045800	Aging Services Program Assistant	1	1	140	9338	8810	142101	
004702	Attorney, Aging	1	1	254	0061	8810	142411	
044420	Social Services Worker II	2	2	182	2011	9410	142411	
					0073	9410	142411	
099600	Senior Services Specialist	1	1	182	9036	8810	142451	

Health and Human Services - Agency 142
Effective: July 26, 2013
Org # 4052
Delete:

085900	Senior Nutrition Services Supervisor	1	1	655	7682	9410	142425

Prepared by: S. Berbereia