



## Agenda Submittal

**Agenda #:** 7 **Status:** Approved  
**Type:** Resolution **Department:** Health and Social Services  
**File #:** 17-686 **Contact:** Gerald Huber, 784-8400  
**Agenda date:** 9/26/2017 **Final action:** 9/26/2017  
**Title:** Adopt a resolution and plaque of appreciation honoring Suzanne Blum, Office Assistant III, upon her retirement from the Department of Health & Social Services, Older & Disabled Adult Services Division with over 26 years of dedicated service to Solano County  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
9/26/2017	1	Board of Supervisors	Adopted	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Health and Social Services (H&SS) recommends the Board adopt a resolution and plaque of appreciation honoring Suzanne Blum, Office Assistant III, upon her retirement from the Older & Disabled Adult Services Division with over 26 years of dedicated service to Solano County.

### **SUMMARY/ DISCUSSION:**

On June 11, 1991, Ms. Blum began her career as a Clerical Support Specialist in H&SS where she worked in the Vallejo office within the records unit processing incoming applications, opening and closing cases, and working closely with eligibility staff to manage all case records. She transferred to the Suisun office in 1993 and then to Fairfield in 1995.

In 1998, Ms. Blum was promoted to an Office Assistant III working as the lead worker in the records unit in Fairfield, where she remained until 2004. In 2004, Ms. Blum began working for the Older & Disabled Adults Services (ODAS) Medi-Cal Unit as the Unit Clerk, where she supported ten (10) eligibility workers, a lead worker, and the ODAS Supervisor. Ms. Blum was responsible for the tracking of all incoming and outgoing cases; assigning cases for the unit; creating renewal packets; reception and information assistance to Medi-Cal clients; mail distribution; and creating statistical reports.

In October 2012, Ms. Blum was assigned to the Employment & Eligibility clerical pool where she processed incoming applications for all programs; performed reception duties including lobby traffic control; transferred cases; and performed document imaging.

In September 2014, Ms. Blum transferred to the In-Home Supportive Services (IHSS) Public Authority where she managed health benefits for IHSS caregivers and provided workshop support and management of the Registry recruitment processes. During her time with the Public Authority, Ms. Blum was instrumental in the elimination of the wait list for health benefits for IHSS caregivers, and served over 1,100 IHSS caregivers with their application for the health plan, often making referrals to Medi-Cal and Covered California or advocating to

the health plan on behalf of the caregiver. Additionally, Ms. Blum worked actively to help streamline the Registry Provider recruitment efforts, adding over 350 new caregivers to the Registry, assisting in the interview process, and tracking and performing hundreds of reference checks.

Ms. Blum retires effective September 29, 2017 with over 26 years of dedicated service to Solano County Health and Social Services, Older and Disabled Adults Services Division.

**FINANCIAL IMPACT:**

The cost of providing this resolution and plaque of appreciation is included in the County's FY2017/18 approved Budget. There is no additional impact to the General Fund.

**ALTERNATIVES:**

The Board may choose not to adopt the resolution and plaque of appreciation honoring Suzanne Blum; however, this is not recommended as it is an opportunity to acknowledge the dedicated service of a Solano County employee.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENT RECOMMENDATION