



Agenda Submittal

Agenda #: 9 **Status:** Consent Calendar
Type: Resolution **Department:** Health and Social Services
File #: 19-1005 **Contact:** Gerald Huber, 784-8400
Agenda date: 1/7/2020 **Final action:** 1/7/2020
Title: Adopt a resolution amending the List of Numbers and Classifications of Positions to delete a 1.0 Full Time Equivalent Deputy Compliance & Quality Assurance Manager and to add a 1.0 FTE Compliance and Quality Assurance Analyst
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
1/7/2020	1	Board of Supervisors		

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

DEPARTMENTAL RECOMMENDATION:

The Department of Health & Social Services (H&SS) recommends the Board adopt a resolution amending the List of Numbers and Classifications of Positions to delete a 1.0 Full Time Equivalent (FTE) Deputy Compliance & Quality Assurance Manager and to add a 1.0 FTE Compliance and Quality Assurance Analyst.

SUMMARY/DISCUSSION:

The Health & Social Services Compliance Unit is responsible for the Department's regulatory compliance and quality assurance including developing and implementing policies, procedures and practices defined by regulatory agencies for H&SS programs including federally mandated Health Insurance Portability and Accountability Act (HIPAA). Additionally, the Compliance Unit identifies and analyzes potential risks, oversees internal and external compliance reviews, develops and updates mandated compliance training content, and conducts internal and periodic risk evaluations for H&SS in coordination with H&SS fiscal and program staff and the Auditor-Controller's Office.

The current personnel within the Compliance Unit includes 1.0 FTE Compliance & Quality Assurance Manager, 1.0 FTE Deputy Compliance & Quality Assurance Manager, 2.0 FTE Compliance and Quality Assurance Analysts and (2) Extra Help Office Assistant II. Given that the organizational structure within the Compliance Unit currently has two management and two analyst positions and based on the recommendation of the Municipal Resource Group, LLS, one management position should be eliminated. H&SS recommends deleting the 1.0 FTE Deputy Compliance & Quality Assurance Manager position and adding 1.0 FTE Compliance and Quality Assurance Analyst.

FINANCIAL IMPACT:

The annual projected savings to the Compliance Unit in salaries and benefits is approximately \$15,500 - \$19,000 depending on Step level. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

ALTERNATIVES:

The Board may choose not to adopt this resolution. This is not recommended as it would limit the ability to efficiently manage the Compliance Unit and meet the operational needs of the Department.

OTHER AGENCY INVOLVEMENT:

H&SS worked with Human Resources and the County Administrator's Office on this Board item.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION