



County of Del Norte Board of Supervisors

Board Report

AGENDA DATE: June 27, 2023
TO: Del Norte County Board of Supervisors
FROM: Neal Lopez, County Administrative Officer
Administration
981 H Street, Suite 210
Crescent City, CA 95531
SUBJECT: Approve Requested Deputy Director Positions in DHHS

RECOMMENDATION FOR BOARD ACTION:

Approve staffing changes in Attachment A to 1) establishing four new branch specific Deputy Director positions in the Department of Health and Human Services 2) reclassify the current Assistant Director of Health and Human Services to one of the newly established Deputies as requested by the Director of Health and Human Services and 3) authorize Human Resources to revise the staffing charts as necessary as presented by the County Administrative Officer.**

DISCUSSION/SUMMARY:

Please see attached Attachment A staffing changes PDF, Attachment B Department Request memo, Attachment C current staffing structure, Attachment D proposed staffing structure with four Deputy Director positions as well as Attachment E, which represents the staffing structure under the alternative with three Deputy Directors.

As stated in the Department request memo, this topic has been discussed and presented a number of times since August of 2022. Based on recent discussions and feedback from the Board as well as meetings held with County Administration, before you today is a request to add three Deputy Director positions at an estimated cost of Four Hundred Twenty-Five Thousand One Hundred and Ninety Dollars (\$425,190.00). Also included in the recommended Board action is the reclassification of the current Assistant Director position to a fourth Deputy Director. The proposed restructure is to address the gaps in leadership and to support the goal of an integrated agency. The Deputy Directors would report to the Director, oversee three to five managers and have primary responsibility for the overall management, administration, supervision and coordination of programs within their assigned branch/divisions.

This proposal has been reviewed and discussed by Administration/HR and is recommended for Board consideration and approval.

ALTERNATIVES:

Add two new Deputy Director positions and reclassify the current Assistant Director for a total allocation of three Deputy Directors.

FINANCING:

FY 23/24 non-General Fund DHHS Department/Division/Branch specific funding (Behavioral Health, Public Health, Social Services/Public Assistance and Finance & Administration).

OTHER AGENCY INVOLVEMENT:

N/A

CHILDREN’S IMPACT STATEMENT:

This section meets the following outcome measures for children in Del Norte County:

- Children ready for and succeeding in school.
- Children and youth are healthy and preparing for adulthood.
- Families are economically self-sufficient.
- Families are safe, stable and nurturing.
- Communities are safe and provide a high quality of life.

ATTACHMENTS:

1. Attachment A_Budget FY23-24_(DHHS Deputy Director positions)_06.27.23
2. DHHS Deputy Director Memo 6.27.23 (Attachment B)
3. DHHS Current Organizational Structure - one ADH (Attachment C)
4. DHHS Proposed Organizational Structure DD (Attachment D)
5. DHHS Proposed Organizational Structure DD, Alternative (Attachment E)

APPROVALS:

Neal Lopez, County Administrative Officer
Kylie Goughnour , Clerk of the Board

Approved - 6/20/2023
Final Approval - 6/20/2023