

W. 9. C. 1.

AGENDA COVER MEMO

AGENDA DATE: July 27, 2005
TO: Board of County Commissioners
DEPT: Health & Human Services
PRESENTED BY: Steve Manela



AGENDA ITEM TITLE: ORDER _____ / IN THE MATTER OF INCREASING A COMMUNITY SERVICE WORKER 2 POSITION BY .05 FTE IN THE DEPARTMENT OF HEALTH & HUMAN SERVICES BUDGET (HUMAN SERVICES COMMISSION FUND 285)

I. MOTION

ORDER _____ / In the Matter of Increasing a Community Service Worker 2 Position by .05 FTE in the Department of Health & Human Services Budget (Human Services Commission Fund 285).

II. ISSUE OR PROBLEM

The resignation of a Community Service Worker 2 at .75 FTE creates the opportunity to increase the position by .05 FTE to .80 FTE to continue the operation of the Community Health Center's Safe and Sound Clinic. In order to post the vacancy at .80 FTE, the FY 2005-06 Human Services Commission (Fund 285) budget needs to be adjusted to reflect the additional .05 FTE.

III. DISCUSSION

A. Background

Community Health Centers of Lane County (CHCLC) operates a Health Care for Homeless program at the Safe and Sound Clinic at Looking Glass New Roads in Eugene that works with homeless and at-risk youth. As of July 12, 2005, the Community Service Worker 2 position was vacated due to a resignation. This request seeks to increase the position to .80 FTE and to post it for recruitment.

This position coordinates social, medical, and behavioral health services with six partner agencies. This position is also responsible for maintaining systems that track youth and the services they receive and facilitating the coordination of services among partner agencies. This position requires a work schedule that includes some evening hours to accommodate evening clinics for youth.

B. Analysis

To continue the operation of the Community Health Center's Safe and Sound Clinic, an increase of .05 FTE for the Community Service Worker 2 position is needed in order to fill the vacancy.

Revenues for the .75 FTE position have already been budgeted in the FY 2005-06 budget. The .05 increase in FTE will be paid for through savings during the vacancy period, therefore, no budget adjustment is necessary. It is estimated that the vacancy will be filled at the beginning of September. With the increase of .05 FTE the Community Service Worker 2 position, at Step 3 with benefits, will cost \$39,080 in FY 2005-2006 for 10 months. Budgeted revenue for this position includes: the federal 330 Community Health Center Grant and clinic program income.

C. Alternatives / Options

1. To increase a Community Service Worker 2 position by .05 FTE in the Department of Health & Human Services budget (Human Services Commission Fund 285).
2. Not to increase a Community Service Worker 2 position by .05 FTE in the Department of Health & Human Services budget (Human Services Commission Fund 285).

D. Recommendation

To approve number one as stated above.

IV. IMPLEMENTATION / TIMING

Upon Board approval, the position will be posted. The recruitment process for this position will commence immediately. Interviews should take place in August 2005.

V. ATTACHMENTS

Board Order

I: \ Shared \ HSC Admin \ Steve \ CSW2 FTE Increase Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION) IN THE MATTER OF INCREASING A COMMUNITY SERVICE
AND ORDER:) WORKER 2 POSITION BY .05 FTE IN THE DEPARTMENT OF
) HEALTH & HUMAN SERVICES BUDGET (HUMAN SERVICES
) COMMISSION FUND 285)

WHEREAS, Lane County Department of Health & Human Services, Human Services Commission Program, funds and administers community primary healthcare programs; and

WHEREAS, revenues have been budgeted in the approved FY 2005-2006 Human Services Commission budget (Fund 285) for the Community Health Centers Program to cover the expense of a Health Care for Homeless program from the U.S. Department of Health & Human Services Federal Community Health Center Grant; and

WHEREAS, to continue the operation of the Community Health Center's Safe and Sound Clinic, an increase of .05 FTE for a Community Service Worker 2 position is needed to fill a vacancy due to a resignation; and

WHEREAS, revenues for a .75 FTE position have already been budgeted in the FY 2005-06 budget. The .05 increase in FTE will be paid for through savings during the vacancy period.

NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED to increase a Community Service Worker 2 Position by .05 FTE in the Department of Health & Human Services Budget (Human Services Commission Fund 285).

DATED this _____ day of July 2005.

Anna Morrison, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM

Date 7/15/05 lane county
J. Ardell
OFFICE OF LEGAL COUNSEL