



## SUMMARY REPORT

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**Agenda Date:** 12/7/2021

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**To:** Sonoma County Board of Supervisors

**Department or Agency Name(s):** Human Services

**Staff Name and Phone Number:** Roy Dajalos, 565-7229; Crissy Tuidor 565-8504

**Vote Requirement:** 4/5th

**Supervisory District(s):** Countywide

**Title:**

Human Services Department Finance Branch Position Change

**Recommended Action:**

- A) Adopt a budget resolution authorizing the Director of the Human Services Department to modify the Fiscal Year (FY) 2021-2022 HSD budget to increase appropriations in the amount of \$13,500 to reflect increased payroll expenses due to position allocation changes effective 12/7/2021. (4/5<sup>th</sup> Vote)
- B) Adopt a position resolution to add 1.0 FTE Program Development Manager and delete 1.0 vacant FTE Administrative Services Officer I. (Majority Vote)

**Executive Summary:**

The Human Services Department (HSD) requests to upgrade a vacant 1.0 FTE Administrative Services Officer I (ASO I) to a Program Development Manager (PDM). The position oversees the Contracts and Procurement Office (CPO) within the HSD Finance Branch.

**Discussion:**

An upgrade in the vacant ASO I position is warranted due to the increased breadth of work for HSD'S CPO section and the greater level of complexity involved in procurement and contracting procedures. The increased breadth and complexity of work has arisen due to three primary factors, which are directly tied to Board initiatives and the Board strategic plan:

- 1. The dollar-value and responsibility of the work is growing exponentially: the CPO team must procure vendors and assist with anticipated contracts funded by American Rescue Plan Act (ARPA) funds over three years.
- 2. The work has grown in complexity with the adoption of the Results-Based Accountability (RBA) framework for procurement procedures, incorporation into contract language, and ongoing contract monitoring.
- 3. The contracts and procurement process must incorporate racial equity best practices to ensure greater diversity among vendors and contracted services.

The CPO staff, under the leadership of the PDM, will partner with HSD'S Planning, Research, Evaluation and Engagement (PREE) section to develop, coordinate, and manage the ARPA Community Grants Program, from assessing needs to procurement to awarding grants. The HSD team will assess community need using an equity lens in partnership with the Office of Equity and other county departments. Once the grant decisions are made, staff will work together with community-based organizations to develop shared performance

measures using RBA, and will track progress at the program level. In addition, an online dashboard is being developed to transparently track program progress in real time, while connecting program-level efforts to results and population indicators.

Under the PDM's leadership, ARPA investments will be actively monitored over a three-year period in collaboration with the contracted vendors, and improvements will be made through the RBA "Turn the Curve" process. This process includes regularly scheduled meetings with contracted community-based organizations to ensure that intended outcomes are achieved. Additionally, HSD is incorporating RBA into regular ongoing contracts, with a phased-in approach until all HSD contracts are measured and supported using RBA. The PDM will become a certified RBA-trainer in order to direct the RBA process in procurement and contracting. The PDM would then be able to train other members of Finance Branch staff such as other Contracts & Procurement Office (CPO) employees, members of the Internal Audit unit within the Fiscal Accounting Office (FAO), and the Contracts Budget unit of the Fiscal Budget Office (FBO).

Adding racial equity best practices, the RBA framework, and the procurement and contracting process for ARPA funding is a significant workload and increased breadth of work for the CPO, and specifically for the PDM. The addition of these requirements supports changing this vacant position from an ASO I to a PDM. HSD does not have existing staff that can manage/coordinate this work.

**Prior Board Actions:**

None

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 21-22 Adopted</b>	<b>FY22-23 Projected</b>	<b>FY 23-24 Projected</b>
Budgeted Expenses		\$24,000	\$24,700
Additional Appropriation Requested	\$13,500		
<b>Total Expenditures</b>	<b>\$13,500</b>	<b>\$24,000</b>	<b>\$24,700</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	\$13,500	\$24,000	\$24,700
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$13,500</b>	<b>\$24,000</b>	<b>\$24,700</b>

**Narrative Explanation of Fiscal Impacts:**

Increased appropriations are required to cover the increased cost of the upgraded position of Program Development Manager from Administrative Services Officer I. The prorated cost increase for the remaining period of the current fiscal year after Board approval is \$13,500. The increased costs for subsequent years are \$24,000 and \$24,700 in fiscal years 2022-23 and 2023-24, respectively.

Funding to pay for the cost increase of \$13,500 in FY 2021-22, as well as the cost increase in subsequent fiscal years, will come from a cost-recovery charge on contracts processed by the CPO. A \$7,000 annual charge will be added to each contract and contract amendment worth more than \$70K per annum, which translates into a cost-recovery of 10% for overhead administration. This charge rate is compliant with Federal guidelines for overhead charges on grant programs. The grant rate will be used for all contracts funded by grants; this is not applicable to contracts funded by revenue allocations. Given that the CPO processes about 400 contracts and contract amendments per year--33 of which are individually worth \$70K or more with a collective value of \$22 million, there will be more than enough funds in cost-recovery to pay for the position upgrade.

No County General Fund match is required.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Administrative Services Officer I	\$41.23 - \$50.11	0.0	1.0
Program Development Manager	\$45.77 - \$55.63	1.0	0.0

**Narrative Explanation of Staffing Impacts (If Required):**

A current CPO Program Planning and Evaluation Analyst (PPEA) and current CPO Administrative Aide will report to the Program Development Manager for Contracts & Procurement. An additional pair of Time-Limited positions (also a PPEA and Admin Aide) are also being proposed separately, which will expand the number of direct reports to the PDM, albeit on a time-limited basis for 3 years.

The PDM will report to the Department Administrative Services Director of Finance.

As described above, there is no impact on existing positions or workload. The only impact will be if the upgrade isn't approved as HSD will then have difficulty supporting the ARPA Community Grants Program.

**Attachments:**

1. Budget Resolution
2. Position Resolution

**Related Items "On File" with the Clerk of the Board:**

None