



AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

ITEM TITLE: Adopt a resolution amending the position allocation list to transfer 2.0 FTE Courier positions from the Department of General Services to the Department of Health and Social Services for greater operational efficiencies and increase route coverage		BOARD MEETING DATE November 2, 2010	AGENDA NUMBER 5
Dept:	Health and Social Services	Supervisorial District Number	
Contact:	Stephan Betz, Assistant Director	All	
Phone:	784-8500		
	Published Notice Required?	Yes: _____	No: <u> X </u>
	Public Hearing Required?	Yes: _____	No: <u> X </u>

DEPARTMENTAL RECOMMENDATION:

The Department of Health and Social Services recommends that the Board adopt a resolution amending the position allocation list to transfer 2.0 FTE Courier positions from the Department of General Services to the Department of Health and Social Services for greater operational efficiencies and increase route coverage.

SUMMARY:

Health & Social Services (H&SS) and General Services (GS) conducted a joint analysis on how to best accommodate H&SS' request to add courier routes to handle pick-up and delivery of Public Health Laboratory specimens. H&SS and GS determined that the preferred solution would be to transfer back to H&SS two Courier positions that were transferred from H&SS to GS on June 26, 2006, pursuant to Board Resolution No. 2006-139.

DISCUSSION:

Due to staffing shortages in the Public Health Laboratory, and the difficulty in hiring Public Health microbiologists, H&SS concluded that laboratory technicians' time would be more efficiently spent assisting in the laboratory, rather than transporting specimens, as is the current practice. GS currently operates six courier routes covered by four couriers. GS is unable to expand its routes to incorporate the Public Health Laboratory; without causing mail/courier delivery deficiencies in the remainder of the County. Due to the obligated level of service delivery of sixteen hours per day to H&SS mail/courier routes, the non-H&SS routes would experience significant service delivery impacts in the event one of the four Couriers was on leave. H&SS anticipates that incorporating the laboratory route into the two Courier routes will maximize efficiency.

Since 2006, GS has direct charged H&SS for the full cost of the 2.0 FTE Couriers. GS has performed day-to-day supervision, scheduling, and oversight of the mail/courier functions for H&SS. Returning the two Couriers to H&SS will provide the Department with the required flexibility over its courier routes; increase its capability to respond and change daily routes to fit operational needs; allow laboratory technicians to assist in the Laboratory full time, and utilize Department inventory clerks to provide emergency coverage during Courier absences.

FINANCING:

The cost of \$75,617 for the remainder of FY 2010/11 (17.4 pay periods from 10/31/10 through 6/30/11) to fund the 2.0 FTE courier positions is currently included in H&SS' approved budget. The positions are funded as follows: 34% federal, 53% state, and 17% County General Fund (CGF). GS has direct charged .40 FTE Office Assistant III, who directed and supervised the work of the couriers. Since this function will be absorbed by H&SS, GS will adjust its revenue projections, accordingly.

ALTERNATIVES:

The Board may choose not to adopt the resolution to transfer two Courier positions from the Department of General Services back to Health & Social Services. This is not recommended because it would limit the Department's ability to meet operational needs and maximize productivity in the new Public Health Laboratory.

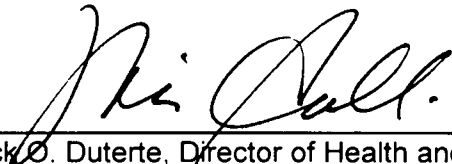
OTHER AGENCY INVOLVEMENT:

Solano County Department of General Services and Health & Social Services conducted a joint analysis. General Services does not oppose this item. The Department of Human Resources approved the resolution. The County and the Service Employees International Union (SEIU) have met their legal obligation under the Meyers-Milias-Brown Act (MMBA) to meet and confer with impacted unions. SEIU agrees with Human Resources staff's recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENT
RECOMMENDATION

DEPARTMENT HEAD SIGNATURE:



Patrick O. Duterte, Director of Health and Social Services

10/27/10
Date