



**COUNTY OF SAN LUIS OBISPO  
BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Social Services	(2) MEETING DATE 11/5/2019	(3) CONTACT/PHONE Laurel Weir 805-781-1833	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 290 – Department of Social Services to add 1.00 Limited Term FTE Administrative Services Officer I-II and 0.50 Limited Term FTE Administrative Assistant I-III to administer the Homeless Emergency Aid Program grant and the California Emergency Solutions and Housing grant. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt the attached resolution amending the Position Allocation List (PAL) for Fund Center 290 – Department of Social Services to add 1.00 Limited Term FTE Administrative Services Officer I-II and 0.50 Limited Term FTE Administrative Assistant I-III to administer the Homeless Emergency Aid Program grant and the California Emergency Solutions and Housing grant.			
(6) FUNDING SOURCE(S) Homeless Emergency Aid Program, and California Emergency Solutions and Housing Program	(7) CURRENT YEAR FINANCIAL IMPACT \$97,938 (grant offset)	(8) ANNUAL FINANCIAL IMPACT \$97,938 in FY19-20 (grant offset) \$167,894 in FY20-21 (grant offset)	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A    Date _4/23/2019, 5/21/2019	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			



## COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Social Services / Laurel Weir  
805-781-1833

VIA: Devin Drake, Director

DATE: 11/5/2019

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 290 – Department of Social Services to add 1.00 Limited Term FTE Administrative Services Officer I-II and 0.50 Limited Term FTE Administrative Assistant I-III to administer the Homeless Emergency Aid Program grant and the California Emergency Solutions and Housing grant. All Districts.

### **RECOMMENDATION**

It is recommended that the Board adopt the attached resolution amending the Position Allocation List (PAL) for Fund Center 290 – Department of Social Services to add 1.00 Limited Term FTE Administrative Services Officer I-II and 0.50 Limited Term FTE Administrative Assistant I-III to administer the Homeless Emergency Aid Program grant and the California Emergency Solutions and Housing grant.

### **DISCUSSION**

#### *Background and Summary of Request*

Over the past ten months, the County has received several large, one-time only grants for homeless assistance that have significantly increased demands on staff time. On January 15, 2019, the County was awarded \$4,837,814 in Homeless Emergency Aid Program (HEAP) funds from the State of California's Business, Consumer Services, and Housing Agency for the purpose of providing assistance to homeless persons. HEAP is a one-time only grant program from the State. Funds may be used for a variety of purposes, including acquisition and construction of buildings to use to assist homeless persons, and providing services. Per the authorizing legislation, all HEAP funds must be spent no later than June 30, 2021.

On February 4, 2019 the County entered into an agreement with the State to receive and manage the HEAP funds. On April 23, 2019, the Board awarded HEAP funds to four entities: the City of Paso Robles for use for a North County homeless services project, the Community Action Partnership of San Luis Obispo (CAPSLO) to use to develop a building that will be used as a withdrawal management facility, and the 5Cities Homeless Coalition together with People's Self-Help Housing for acquisition and development of property for use as an office/services site,

permanent housing, and transitional housing, and to the 5Cities Homeless Coalition for use to serve homeless youth. The staff report for that item noted that staff would be returning to the Board with request for staff to administer those if needed. Since then, the HEAP grant has significantly added to the administrative responsibilities of the Department.

In January 11, 2019, the County was also awarded \$727,047 in funding under the 2018 California Emergency Solutions and Housing Program (CESH), which is a formula grant program that provides funding to address homelessness. In June 2019, the County applied for \$412,861 in 2019 CESH funding.

The Department is requesting the addition of a limited term 1.00 FTE Administrative Services Officer position and a limited term 0.50 FTE Administrative Assistant position to assist with the management of these grants. Administrative funds from the CESH and HEAP grants would be used to pay for the positions.

*Administrative Services Officer – 1.00 FTE (Limited Term)*

Due to the volume of grant-related work, it is important to have dedicated staff to ensure the grants are properly administered. The Administrative Services Officer will assist with ensuring program activities comply with grant and County requirements, monitor activities, provide technical assistance, assist in the development and preparation of the budget, and participate in the preparation and maintenance of narrative and statistical records. Duties of this position will include but are not limited to:

Assisting in the management of certain homeless grants from the State of California, including the HEAP and CESH grants. Duties also include ensuring HEAP-funded program activities comply with established standards, policies, procedures, legal and legislative requirements; providing technical assistance concerning program and operations, needs and issues; monitoring and evaluating contracts, goals, services and activities; assist in the development and preparation of the budget for this and other relevant grant; participating in the preparation of and maintaining narrative and statistical records.

*Administrative Assistant – 0.50 FTE (Limited Term)*

Due to increased meetings, document production, and public inquiries as a result of the grants, an Administrative Assistant is needed to provide administrative support. Duties of this position will include but are not limited to:

Assisting with copying documents, assembling binders and packets, gathering and organizing data as needed for grants and grant-related activities; maintaining electronic and paper files; assisting with scheduling meetings, assembling materials and supplies for meetings, transporting materials and supplies to meetings, and setting up and breaking down meeting rooms; assisting with posting materials to website; answering general questions from the public and stakeholders by phone or email; assisting with the preparation of Agenda items; and proofreading documents.

**OTHER AGENCY INVOLVEMENT/IMPACT**

Human Resources reviewed the proposed duties and has approved the job classes consistent with County's Job Classification Plan. The positions also will be working closely with the nonprofit and local government subrecipient agencies that have been awarded HEAP or CESH funds.

**FINANCIAL CONSIDERATIONS**

This request is fully revenue offset. The HEAP grant provides \$241,225 for administrative costs. The 2018 CESH grant provides \$36,352 for administrative costs and the 2019 CESH grant provides \$20,643 for administrative costs. Combined, the grants would make \$298,200 in administrative funding available between now and June 30, 2021.

The current FY 2019-20 increase in salary and benefit cost for the recommended PAL change is \$97,938 if both positions were hired at their maximum level and salary step. The positions would be limited-term positions and would end at the end of the HEAP grant term.

An additional grant, the Homeless Housing, Assistance, and Prevention Program, has been enacted and is expected to be available to the County in 2020. The amount of funding that will be available for grants and administrative costs under that grant is not known at this time. Depending on the needs of the grant and the amount of administrative funding available, the Department may return to the Board at a later time should there be a need to extend the limited term positions and funding available.

The table below shows the estimated FY 2019-20 increased costs for the remaining 7 months, and FY 2020-21 annual costs, and the estimated expense at the estimated step for each position. It is important to note that calculations may vary depending on salary step and any future negotiated salary and benefit increases.

<b>FY 2019-20 Estimated Expense for 7 Months</b>						
<b>Action</b>	<b>Classification</b>	<b>FTE</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>	<b>Step Estimate</b>
ADD	Administrative Services Officer II	1.0	\$45,670	\$28,998	\$74,668	Step 5 for 7 months
ADD	Administrative Assistant III	0.5	\$13,965	\$9,305	\$ 23,270	Step 5 for 7 months
	<b>Net Change FY 2019-20</b>	<b>1.5</b>	<b>\$59,635</b>	<b>\$38,303</b>	<b>\$97,938</b>	
<b>FY 2020-21 Estimated Annual Expense</b>						
<b>Action</b>	<b>Classification</b>	<b>FTE</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>	<b>Step Estimate</b>
ADD	Administrative Services Officer II	1.0	\$78,291	\$49,711	\$128,003	Step 5 for 12 months;
ADD	Administrative Assistant III	0.5	\$23,941	\$15,951	\$38,892	Step 5 for 12 months;
	<b>Net Change FY 2020-21</b>	<b>1.5</b>	<b>\$102,232</b>	<b>\$65,662</b>	<b>\$167,894</b>	

**RESULTS**

Funding these positions will allow the County to administer the HEAP and CESH grants and to be in compliance with the respective grant requirements.

**ATTACHMENTS**

Attachment 1 – PAL Amendment Resolution