



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
Health System



**DATE:** February 3, 2012  
**BOARD MEETING DATE:** February 28, 2012  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** Jean S. Fraser, Chief, Health System  
Stephen Kaplan, Director, Behavioral Health and Recovery Services  
Division

**SUBJECT:** Recommended Revision to the Salary Ordinance

**RECOMMENDATION:**

Adopt an Ordinance amending the Master Salary Ordinance.

**BACKGROUND:**

Behavioral Health and Recovery Services (BHRS) is reviewing its positions to ensure greater efficiency and optimal utilization of staff. In addition, changes at the State level, successful implementation of an electronic health record, and the advent of Medicaid Expansion (MCE) require a review of administrative positions involving billing, accounting, and contracting functions.

**DISCUSSION:**

BHRS proposes to eliminate a Clinical Services Manager I position and replace it with a Clinical Services Manager II position. This new position will report to the Deputy Director of Adult Services and provide day-to-day oversight of the County-operated clinics of BHRS.

BHRS proposes two (2) position changes to further integrate behavioral health and primary care services for clients of BHRS and San Mateo Medical Center (SMMC). BHRS proposes to eliminate a Community Mental Health Nurse position and replace it with a Nurse Practitioner (NP) position. To support the Total Wellness Team, the greater scope of practice associated with the NP position will extend physician resources. BHRS also proposes to eliminate a Psychiatric Social Worker II position and replace it with a Mental Health Program Specialist position. This new position will report to the supervisor of the Primary Care Interface Team that provides behavioral health services to medical clients seen at SMMC. This proposed action adheres to an agreement with the employee union, AFSCME, to support supervisors of clinical teams.

Finally, BHRS proposes adding an Accountant I/II position. This is required because of new accounting duties under MCE, new funding structures for Mental Health Services Act (MHSA) activities, and the increase in reporting requirements created by the redistribution of Alcohol and Drug Programs authority to various agencies within State

government.

The salary ordinance changes herein represent the:

- deletion of three (3) positions; and
- addition of four (4) positions.

**Action:** Delete: One (1) vacant position of D054, Clinical Services Manager I  
Delete: One (1) vacant position of F049, Community Mental Health Nurse  
Delete: One (1) vacant position of G040, Psychiatric Social Worker I/II  
Add: One (1) vacant position of D055, Clinical Services Manager II  
Add: One (1) vacant position of F009, Nurse Practitioner  
Add: One (1) vacant position of G081, Mental Health Program Specialist  
Add: One (1) vacant position of E030, Accountant I/II

**Explanation:** These changes represent an estimated annual salary and benefits increase of \$147,688

This Ordinance has been reviewed and approved by the County Counsel.

The Salary Ordinance Amendment contributes to the Shared Vision 2025 outcome of a Healthy Community by providing mental health program services, nurse practitioner services and other supportive services. BHRS provides a range of services to promote wellness and recovery and to support consumers remaining in the lowest possible level of care. The provision of mental health program services is one established level of care. The services provided contribute to this measure. It is anticipated that 87% of clients who receive services will be maintained at a current or lower level of care.

**Performance Measure(s):**

Measure	FY 2010-11 Actual	FY 2011-12 Projected
Percentage of clients maintained at current or lower level of care	87%	87%

**FISCAL IMPACT:**

This action represents an annualized increase in salary and benefits cost of \$147,688. For FY 2011-12 the costs for these positions will be funded through salary savings. These costs and revenue will be included in the BHRS FY 2012-13 Recommended Budget. Additional revenues will be provided through Federal Financial Participation, and Mental Health Services Act funds, and the reallocation of SAMHSA Total Wellness Grant funds. There will be no Net County Cost.

**ORDINANCE NO.**  
**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,**  
**STATE OF CALIFORNIA**

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AN ORDINANCE AMENDING ORDINANCE NUMBER 04515

The Board of Supervisors of the County of San Mateo, State of California,  
ordains as follows:

**SECTION 1.** Part 13 of the Ordinance is amended as indicated:

ORGANIZATION 61000 BEHAVIORAL HEALTH AND RECOVERY

1. Item D054, Clinical Services Manager I – Mental Health is decreased by 1 position for a new total of 5 positions.
2. Item D055, Clinical Services Manager II – Mental Health is increased by 1 position for a new total of 4 positions.
3. Item G040S, Mental Health Case Worker Series is decreased by 1 position for a new total of 123 positions.
4. Item G081, Mental Health Program Specialist is increased by 1 position for a new total of 17 positions.
5. Item F049, Community Mental Health Nurse is decreased by 1 position for a new total of 18 positions.
6. Item F009S, Patient Care Series is increased by 1 position for a new total of 2 positions.
7. Item E030S, Accountant Series is increased by 1 position for a new total of 2 positions.

**SECTION 2.** The changes in this ordinance are effective at the start of the first pay period 30 days following adoption.