November 7, 2017

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Approve final Reduction in Force actions related to the Dental Clinic closure

Dear Supervisors:

RECOMMENDATION: It is the recommendation of Health and Human Services and Human Resources that your Board approve the following actions:

Delete 17 positions comprised of 15 FTEs in the Dental Clinic, described below:

1. 7 positions in the class of Registered Dental Assistant (7.0 FTEs) effective close of business November 10, 2017
2. 3 positions in the class of Registered Dental Assistant (2.6 FTEs) effective the start date of the eligibility worker training in January 2018
3. 1 position in the class of Senior Registered Dental Assistant (1.0 FTE) effective close of business November 10, 2017
4. 5 positions in the class of Dentist (3.40 FTEs) effective close of business November 10, 2017
5. 1 position in the class of Dental Hygienist (1.0 FTE) effective close of business November 10, 2017

SUMMARY: On September 12, 2017, your Board held a Beilenson hearing to receive public comment regarding the Health and Human Services Department’s (HHS) recommendation to close the County-operated dental and specialty medical clinics. At the conclusion of this hearing, your Board unanimously approved HHS’ recommendation to close these clinics.

Since the Beilenson hearing, HHS has worked diligently with Marin Community Clinics to ensure the effective transition of care of its current patients. At this time, HHS is prepared to transition its dental patients and close the dental clinic November 10, 2017. As to the specialty medical clinic, HHS anticipates that the transition of those patients and corresponding
The closure of the clinic will occur by the end of the calendar year. Consequently, the reduction in force approval we currently seek from your Board affects only the incumbents in the dental clinic.

The 17 positions to be deleted include both vacant and filled positions. Of the 16 incumbents in these 17 positions we anticipate that only between 4 to 8 employees will be laid off from County employment effective close of business November 10, 2017. The remaining employees have either accepted employment in other County classifications or will voluntarily separate from County employment. For the affected employees who have accepted other County employment and who will not start their new positions until after November 10, 2017, they will remain employed in their current dental clinic positions until they start work in their new positions.

Consistent with County Personnel Management Regulation (PMR) 48 and the collective bargaining agreement between the County and the Marin Association of Public Employees (MAPE), any laid-off employees will be placed on re-employment lists for two years; that is, they will have the first opportunity for positions that become open in the classification from which they were laid off, reduced in hours, or demoted. They will also be the first offered contingent hire positions that become open in the classifications from which they were laid off within their departments for one year.

Health and Human Services worked with Human Resources to comply with all procedures outlined in PMR 48.2 and collective bargaining agreements, which included evaluation of seniority, and informing employees of their bumping rights and transfer opportunities. Upon your Board’s approval of the reduction in force, affected employees will receive notice of the approved RIF action today and will be informed of any enhanced benefits for which they may be eligible to help them with their transition.

**FISCAL IMPACT:** In addition to direct clinical savings, Health and Human Services can reassign existing administrative support positions that currently support the clinic functions to other vacant positions (same classification) within the department. This results in additional savings of approximately $343,496 in FY 2017-18 and approximately $569,258 in FY 2018-19.

The combined direct clinical and administrative support savings totals approximately $1,282,099 in FY2017-18 and approximately $2,005,970 in FY2018-19.

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¹ We will update your Board at the hearing on November 7, 2017 with a definitive number of employees who will be laid off.
REVIEWED BY:

[X] County Administrator [ ] N/A
[ ] Department of Finance [X] N/A
[ ] County Counsel [X] N/A
[X] Human Resources [ ] N/A

SIGNATURE:

Mary Hao
Director of Human Resources

cc: Lisa Baker, Assistant Director of Human Resources
    Grant Colfax, Director of Health & Human Services
    Dan Eileman, Assistant County Administrator
    Charlotte Jourdain, Administrative Analyst, CAO
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