January 23, 2018

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

SUBJECT: Approve final Reduction in Force actions related to the Specialty Medical 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 9 positions comprised of 5.55 FTEs in the Specialty Medical Clinic, described below:

1. 1 position in the class of Clinic Physician, Bilingual (0.50 FTE) effective for the close of business January 26, 2018
2. 1 position in the class of Clinic Physician (0.50 FTE) effective for the close of business January 26, 2018
3. 1 position in the class of Support Service Worker II, Bilingual (0.75 FTE) effective for the close of business January 26, 2018
4. 1 position in the class of Social Service Worker II (0.80 FTE) effective for the close of business January 26, 2018
5. 1 position in the class of Senior Social Service Worker (0.80 FTE) effective for the close of business January 26, 2018
6. 2 positions in the class of Office Assistant III, Bilingual (2.00 FTE) effective for the close of business January 26, 2018
7. 1 position in the class of Senior Registered Nurse (0.10 FTE) effective for the close of business January 26, 2018
8. 1 position in the class of Clinic Registered Nurse II (0.10 FTE) effective for the close of business January 26, 2018

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. On November 10, 2017, HHS closed its dental clinic and at this time, HHS is prepared to transition its specialty medical clinic patients and close that clinic January 26, 2018. Consequently, the reduction in force approval we currently seek from your Board affects only the incumbents in the specialty medical clinic.

The 9 positions to be deleted include both vacant and filled positions. Of the 7 incumbents in these 9 positions there will only be 2 employees laid off from County employment effective close of business January 26, 2018. The remaining employees will be either transferred with their positions to other Department programs or will be reassigned to other positions in HHS.

Consistent with County Personnel Management Regulation (PMR) 36 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 $116,282 in FY 2017-18 and approximately $188,960 in FY 2018-19.

The combined specialty medical and dental clinics’ direct clinical and administrative support savings totals approximately $1,282,099 in FY2017-18 and approximately $2,005,970 in FY2018-19. The Health and Human Services Department will return to your Board with the fiscal impact calculations of these clinics’ closures at the March Budget Workshop.
REVIEWED BY:

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

SIGNATURE:

Mary Had
Director of Human Resources

cc: Lisa Baker, Assistant Director of Human Resources
     Grant Colfax, Director of Health & Human Services
     Dan Eilerman, Assistant County Administrator
     Charlotte Jourdain, Administrative Analyst, CAO
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     Bret Uppendahl, Budget Manager, CAO